

ANNUAL BUDGET OF RICHMOND MUNICIPALITY



2016/2017 TO 2018/2019

MEDIUM TERM REVENUE AND EXPENDITURE FORECASTS

Copies of this document can be viewed:

- In the foyers of all municipal buildings
- All public libraries within the municipality
- www.richmond.gov.za

Table of Contents

PART 1 – ANNUAL BUDGET

- 1.1 MAYOR'S REPORT
- 1.2 COUNCIL RESOLUTIONS
- 1.3 EXECUTIVE SUMMARY
- 1.4 OPERATING REVENUE FRAMEWORK
- 1.5 OPERATING EXPENDITURE FRAMEWORK
- 1.6 CAPITAL EXPENDITURE
- 1.7 ANNUAL BUDGET

PART 2 – SUPPORTING DOCUMENTATION

- 2.1 OVERVIEW OF THE ANNUAL BUDGET PROCESS
- 2.2 OVERVIEW OF ALIGNMENT OF ANNUAL BUDGET WITH IDP
- 2.3 MEASURABLE PERFORMANCE OBJECTIVES AND INDICATORS
- 2.4 OVERVIEW OF BUDGET RELATED-POLICIES
- 2.5 OVERVIEW OF BUDGET ASSUMPTIONS
- 2.6 OVERVIEW OF BUDGET FUNDING
- 2.7 EXPENDITURE ON GRANTS AND RECONCILIATIONS OF UNSPENT FUNDS
- 2.8 COUNCILLOR AND EMPLOYEE BENEFITS
- 2.9 MONTHLY TARGETS FOR REVENUE, EXPENDITURE AND CASH FLOW
- 2.10 ANNUAL BUDGETS AND SDBIPS – INTERNAL DEPARTMENTS
- 2.11 CONTRACTS HAVING FUTURE BUDGETARY IMPLICATIONS
- 2.12 CAPITAL EXPENDITURE DETAILS
- 2.13 LEGISLATION COMPLIANCE STATUS
- 2.14 OTHER SUPPORTING DOCUMENTS
- 2.15 MUNICIPAL MANAGER'S QUALITY CERTIFICATE

List of Tables

Table 1	Consolidated Overview of the 2016/17 MTRF
Table 2	Summary of the 2016/17 MTRF (classified by main revenue source)
Table 3	Percentage growth in revenue by main revenue source
Table 4	Comparison of the proposed rates to be levied for the 2016/2017 Financial Year
Table 5	Comparison between current refuse removal fees and increases

Table 6	High Level summary of 2016/17 budget (Classified per main type of operating expense)
---------	--

Table 7	Medium Term Capital Budget per vote
---------	-------------------------------------

Abbreviations and Acronyms

ASGISA	Accelerated and Shared Growth Initiative
BPC	Budget Planning Committee
CFO	Chief Financial Officer
CPI	Consumer Price Index
CRRF	Capital Replacement Reserve Fund
DBSA	Development Bank of South Africa
DoRA	Division of Revenue Act
FBS	Free basic services
GAMAP	Generally Accepted Municipal Accounting Practice
GRAP	General Recognised Accounting Practice
HR	Human Resources
IDP	Integrated Development Strategy
IT	Information Technology
km	kilometre
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
mSCOA	Municipal Standard Chart of Accounts
MFMA	Municipal Financial Management Act
MIG	Municipal Infrastructure Grant
MM	Municipal Manager
MPRA	Municipal Properties Rates Act
MSA	Municipal Systems Act
MTEF	Medium-term Expenditure Framework
MTREF	Medium-term Revenue and Expenditure Framework
NGO	Non-Governmental organisations
NKPIs	National Key Performance Indicators
OHS	Occupational Health and Safety
PBO	Public Benefit Organisations
PMS	Performance Management System
PPE	Property Plant and Equipment
SALGA	South African Local Government Association
SDBIP	Service Delivery Budget Implementation Plan
SMME	Small Micro and Medium Enterprises

Part 1 – Annual Budget

1.1 Mayor's Report

I have pleasure in presenting the Draft Budget Report for 2016/2017, in terms of Section 24(21) of the MFMA, Act 56 of 2003.

This, being a Local Government Election year, is an important milestone for councillors and officials alike as it summarily assesses the impact of the past 5 years on how we have implemented expected norms and standards within legal prescripts. How do we adjust from our normal practices and procedures in order to facilitate the changing times and financial downturn that is being globally experienced?

Another historic fact is that this is the present Council's final Budget that brings with it the closure of our challenging term of office. Perhaps, there will be the momentous and radical shift in focus to ensure that we are able to leave a legacy that could be built upon and improved for the future. Herein lies the challenge and test that we should be both innovative and disciplined in our approach so as not to drift from the path we have always set for ourselves in producing a people-orientated and people-centred Budget that provides hope and fulfils the needs of all our community.

As difficult and testing as it may be, we must focus on Government's commitment to be fiscally disciplined as expounded by our Honourable President Jacob Zuma in his SONA and the Budget Speech of Honourable Pravin Gordhan, our very efficient Finance Minister. Both spoke of and focussed on cost-cutting measures in the face of global the decreasing rand and financial downturn.

Whilst we, as communicated by both our President and Finance Minister, will not resort to harsh austerity measures, we have to be prudent and realistic to ensure that we are able to be thrifty and cautious with public funds and as transparent as we can be to ensure open and transparent governance, especially with expenditure. The balancing act of controlling expenditure and income is always a tightrope walk of difficult proportions.

In our inactions and public participation processes, we find the wish-list of residents is sometimes extravagant in the extreme and fruitless in our efforts to improve the lives of our people. Whilst these interactions are largely invigorating and interesting, we have to muster the courage to place practically above the high hopes of people. Projects have to be within the ambit of our IDP and National Development Plan and not for cosmetic beauty.

As is our practice, we have used the IDP's of all 7 wards to inform our Budget and also consider the priorities whilst shaving off the trimmings. That simply means belt-tightening and casting aside the temptation to waste and misuse funding from the public purse. As can be witnessed worldwide, the trend of "milking the public" of additional funds has slowed and is ending. More innovative ways have to be explored to fill the public purse and prevent the "milking of a dying cash-cow". Rates and taxes have to be reviewed and lessened if we are to save ourselves from economic disaster.

Whilst we strive for the three priorities of Government which are: poverty alleviation, job creation and the eradication of inequality, we must be realistic. Why do we create situations where individuals begin to feel it is their right to free services, jobs and hand-outs? There

exists the problematic paradox of very poor people trying to raise their standards of living by moving to the developed, urban areas of Richmond and then have to pay for services – rates, refuse removal and water, whilst some who are rich live in the still so-called rural areas! The latter pay no rates, refuse removal fees and receive free water. Where then do we draw the line and apply the 3rd priority of Government- the eradication of inequality? Some of these individuals live in luxury, drive state-of-the-art vehicles whilst their fellow residents suffer to prop up the municipal income.

In attempting to close the gap between the poorest of the poor and the better-off, our Budget seeks to prudently distribute scarce resources equally in all wards and also strives to ensure that existing infrastructure is adequately maintained and built where the need exists.

We should begin in the next financial year to inculcate in our people a culture of giving rather than looking for hand-outs. Each of us should uncritically ask the simple adage: “What can I do for my town?” rather than “What can my town do for me?”.

Whilst not seemingly affecting individuals, we are all indirectly affected when vandalism is committed by burning schools, torching municipal buildings, destroying road signs, burning tyres in pseudo-protests on asphalt roads, damaging road signs and property. These are random acts of violence against the community that impacts seriously and negatively on all residents, whether one pays for services or not. It is the responsibility of all residents to prevent and report such heinous acts of stupidity, for it is idiots who are responsible for these silly deeds. And this adds to the expenditure of our scarce finances.

We still have some way to go to successfully reduce our expenditure on employees. Our target is to reach an expenditure of around 35% in the near future. In this financial year we propose to spend around R33.5 million on the Capital Budget with around R31 million funded from MIG and R2 million funded by other grants.

We are indebted to our dedicated officials from all departments who contribute so expertly in guiding us to reach our objectives of fiscal discipline and belt-tightening. Presently, due to a lack of office space, after the wanton arson attack on our buildings, our CFO, Sanjay Mewallal and our Municipal Manager, Sbu Sithole are working in difficult conditions in cramped offices. Thanks to all residents, officials, ward committee members and councillors for their continued support and input for producing a people-friendly Budget that should meet the expectations of even our sternest critics.

**LET'S PUT OUR MONEY WHERE OUR MOUTHS ARE AND LET'S STRIVE TO
SUCCEED FOR OUR PEOPLE.**

FOR THE PEOPLE SHALL GOVERN!

CLLR ANDREW RAGAVALOO
HONOURABLE MAYOR

1.2 Council Resolutions

On **31 March 2016** the Council of Richmond Municipality met in the Council Chamber to consider the draft annual budget of the municipality for the financial year 2016/17. The Council approved and adopted the following resolutions:

1. The Council of Richmond Municipality, acting in terms of section 24 of the Municipal Finance Management Act, (Act 56 of 2003) approves and adopts:

1.1. The annual budget of the municipality for the financial year 2016/17 and the multi-year and single-year capital appropriations as set out in the following tables:

- 1.1.1. Budgeted Financial Performance (revenue and expenditure by standard classification) as contained in Table A2;
- 1.1.2. Budgeted Financial Performance (revenue and expenditure by municipal vote) as contained in Table A3;
- 1.1.3. Budgeted Financial Performance (revenue by source and expenditure by type) as contained in Table A4; and
- 1.1.4. Multi-year and single-year capital appropriations by municipal vote and standard classification and associated funding by source as contained in Table A5.

1.2. The financial position, cash flow budget, cash-backed reserve/accumulated surplus, asset management and basic service delivery targets are approved as set out in the following tables:

- 1.2.1. Budgeted Financial Position as contained in Table A6;
- 1.2.2. Budgeted Cash Flows as contained in Table A7;
- 1.2.3. Cash backed reserves and accumulated surplus reconciliation as contained in Table A8;
- 1.2.4. Asset management as contained in Table A9; and
- 1.2.5. Basic service delivery measurement as contained in Table A10.

2. The Council of Richmond Municipality, acting in terms of section 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2016:

- 2.1. the tariffs for property rates – as set out in Annexure A1,
- 2.2 the tariffs for solid waste services – as set out in Annexure A3

3. The Council of Richmond Municipality, acting in terms of 75A of the Local Government: Municipal Systems Act (Act 32 of 2000) approves and adopts with effect from 1 July 2016 the tariffs for other services, as set out in Annexure A1 to A5 respectively.

4. To give proper effect to the municipality's annual budget, the Council of Richmond Municipality approves:

- 4.1. That cash backing is implemented through the utilisation of a portion of the revenue generated from property rates to ensure that all capital reserves and provisions, unspent long-term loans and unspent conditional grants are cash backed as required in terms of the municipality's funding and reserves policy as prescribed by section 8 of the Municipal Budget and Reporting Regulations.

5. That in terms of section 24(2)©(iii) of the Municipal Finance Management Act, 56 of 2003, the measurable performance objectives for capital and operating expenditure by vote for each year of the medium term revenue and expenditure framework as set out in Supporting Table SA7 are approved.
 6. That in terms of section 24(2)©(iv) of the Municipal Finance Management Act, 56 of 2003, the amendments to the integrated development plan as set out in Budget Chapter 17 are approved.
 7. That in terms of section 24(2)©(v) of the Municipal Finance Management Act, 56 of 2003, the budget related policies, including any amendments are approved for the budget year 2016/17.
 8. That in terms of sections 22(2)(b) of the Municipal Finance Management Act read together with section 23(3) of the Municipal Budget and Reporting Regulations, council approves an application to National Treasury for the roll-over of any unspent balances (if applicable) of the 2014/2015 Financial Management Grant, Municipal Systems Improvement Grant and Municipal Infrastructure Grant (MIG).
- (NB: All unspent 2015/2016 funds are committed)
9. Council notes the Service Delivery and Budget Implementation Plan (SDBIP) with the budget for subsequent approval by the mayor.
 10. Council notes the Draft Circular in respect to the Cost containment measures for Richmond Municipality
 11. The Draft Service standards document is noted by council

1.3 Executive Summary

The application of sound financial management principles for the compilation of the municipality's financial plan is essential and critical to ensure that the municipality remains financially viable and that municipal services are provided sustainably, economically and equitably to all communities.

The municipality's business and service delivery priorities were reviewed as part of this year's planning and budget process. Where appropriate, funds were transferred from low- to high-priority programmes so as to maintain sound financial stewardship. A critical review was also undertaken of expenditures on noncore and „nice to have“ items.

It is about sticking to our plans despite challenging circumstances. The municipality's aim is to eliminate wasteful spending and reduce it on non-critical items so as to sustain service delivery and maintain strong public finances.

The Municipality will embark on implementing a range of revenue collection strategies to optimize the collection of debt owed by consumers by implementing the debt collection and credit control policy as well as the implementation of the approved revenue enhancement strategy.

National Treasury's MFMA Circular No. 51,54, 55,57,58,59,66,67,70,72, 74, 75,78 and 79 were used to guide the compilation of the 2016/17 MTREF.

The main challenges experienced during the compilation of the 2016/17 MTREF can be summarised as follows:

- The ongoing difficulties in the national and local economy;
- Aging and poorly maintained roads and other infrastructure assets;
- The need to reprioritise projects and expenditure within the existing resource envelope given the available sources of funding;
- Wage increases for municipal staff that continue to exceed consumer inflation, as well as the need to fill critical vacancies which makes it difficult to maintain the salaries budget within the acceptable norm as a percentage of the total operating budget; and
- Affordability of capital projects – original allocations had to be reduced and the operational expenditure associated with prior year's capital investments needed to be factored into the budget as part of the 2016/17 MTREF process.

The following budget principles and guidelines directly informed the compilation of the 2016/17 MTREF:

- The 2015/16 Adjustments Budget priorities and targets;
- Intermediate service level standards were used to inform the measurable objectives, targets and backlog eradication goals;
- Tariff and property rate increases should be affordable and should generally not exceed inflation as measured by the CPI. In addition, tariffs need to remain or move towards being cost reflective, and should take into account the need to address infrastructure backlogs;

• There will be no budget allocated to national and provincial funded projects unless the necessary grants to the municipality are reflected in the national and provincial budget and have been gazetted as required by the annual Division of Revenue Act;

• Local Government budget and Financial reforms: Regulation of a "Standard Chart of Accounts" (SCOA) for local government; and

• Local Government elections likely to be scheduled between May and August 2016.

In view of the aforementioned, the following table is a consolidated overview of the proposed 2016/17 Medium-term Revenue and Expenditure Framework:

Table 1: Consolidated Overview of the 2016/17 MTREF

R thousand	Adjustment Budget 2015/16	Budget Year 2016/17	Budget Year+1 2017/18	Budget Year+2 2018/19
Total Operating Revenue	90 711 483	87 945 780	93 859 744	99 030 311
Total Operating Expenditure	96 904 379	92 179 421	96 663 015	101 789 280
Surplus / (Deficit) for the year	-6 192 897	-4 233 641	-2 803 271	-2 758 970
Total Capital Expenditure	47 645 818	33 547 050	17 850 000	18 664 000

Total operating revenue has decreased by 3 per cent or R2, 7 million for the 2016/17 financial year when compared to the 2015/16 Adjustments Budget. For the two outer years, operational revenue will increase by 7 and 6 per cent respectively, equating to a total revenue growth of R8, 4 million over the MTREF when compared to the 2015/16 financial year.

Total operating expenditure for the 2016/17 financial year has been appropriated at R92.1 million and translates into a budgeted deficit of R4, 2 million. When compared to the 2015/16 Adjustments Budget, operational expenditure has decreased by 5 per cent in the 2016/17 budget and increased by 5 per cent for each of the respective outer years of the MTREF. The operating deficit for the two outer years steadily decreases to R2.8 million and to R2.7 million respectively.

The capital budget of R 33.5 million for 2016/17 is 30 per cent less when compared to the 2015/16 Adjustment Budget. The reduction is due to various projects being finalised in the previous financial year and the availability of own funding. The capital programme decreases to R 17.8 million in the 2017/18 financial year and increases to R18.6 million in the 2018/2019 financial year. A substantial portion of the capital budget will be funded from government grants (MIG). The balance will be funded from internally generated funds.

1.4 Operating Revenue Framework

The municipality's revenue strategy is built around the following key components;

- National Treasury's guidelines and macroeconomic policy;
- Efficient revenue management which aims to ensure a 80% percent annual collection rate for rates and other service charges;
- The municipality's Property Rates Policy approved in terms of the Municipal Property rates Act, 2004 (Act 6 of 2004)(MPRA);
- Increase ability to extend new services and recovers costs;
- The municipality's Indigent Policy and rendering of Free Basic Services;

- The Tariff Policy of the municipality; and
- The establishment of a Drivers Testing Licence Centre.

Management have further adopted a conservative approach when projecting revenue and cash receipts. Council has also carefully considered the affordability of tariff increases, especially as it relates to domestic consumers whilst considering the level of service versus the associated cost. Particular attention was paid to managing revenue effectively and evaluating all spending decisions.

Table 2: The following table is a summary of the 2016/17 MTRF (classified by main revenue source):

Description	Adjustment Budget 2015/16	Budget Year 2016/17	Budget Year+1 2017/18	Budget Year+2 2018/19
Property rates	10 600 000	11 500 000	12 190 000	12 921 400
Property rates- penalties and collection charges	700 000	450 000	477 000	505 620
Service charges- refuse revenue	450 000	500 000	530 000	561 800
Rental of facilities and equipment	3 749 500	709 260	751 816	796 925
Interest earned - external investments	308 500	2 550 000	2 703 000	2 865 180
Interest earned - outstanding debtors	85 000	75 000	79 500	84 270
Fines	52 500	102 000	108 120	114 607
Licences and permits	185 500	830 500	880 330	933 150
Income from agency services	468 700	515 570	546 504	579 294
Government Grants and Subsidies	72 170 205	68 771 872	73 535 402	77 486 508
Other income	1 941 578	1 941 578	2 058 073	2 181 557
TOTAL OPERATING REVENUE(excluding capital transfers and contributions)	90 711 483	87 945 780	93 859 744	99 030 311

Table 3: Percentage growth in revenue by main revenue source

Description	Adjusted 2015/2016 Budget	%	Budget Year 2016/2017	%
Property Rates	10 600 000,00	0,12	11 500 000,00	0,13
Property rates - Interest	700 000,00	0,01	450 000,00	0,01
Service Charges - refuse removal	450 000,00	0,00	500 000,00	0,01
Rental of facilities and equipment	3 749 500,00	0,04	709 260,00	0,01
Interest earned - external investments	308 500,00	0,00	2 550 000,00	0,03
Interest earned - outstanding debtors	85 000,00	0,00	75 000,00	0,00
Fines	52 500,00	0,00	102 000,00	0,00
Licences and Permits	185 500,00	0,00	830 500,00	0,01
Income from Agency Services	468 700,00	0,01	515 570,00	0,01
Government Grants and Subsidies	72 170 205,00	0,80	68 771 872,00	0,78
Other Income	1 941 578,00	0,02	1 941 578,00	0,02
Total Revenue (excluding capital transfers and contributions)	90 711 483,00	1,00	87 945 780,00	1,00
Total revenue from rates and service charges	11 750 000,00	12,95	12 450 000,00	14,15

In line with the formats prescribed by the Municipal Budget and Reporting regulations, capital transfers and contributions are excluded from the operating statement, as inclusion of these revenue sources would distort the calculation of the operating surplus / deficit.

Revenue generated from rates and service charges forms 14% of the revenue basket of the municipality. Operating grants and transfers totals R 87,9 million.

Tariff-setting is a pivotal and strategic part of the compilation of any budget. When rates, tariffs and other charges were revised, local economic conditions, input costs and the affordability of services were taken into account to ensure the financial sustainability of the municipality. National Treasury continues to encourage municipalities to keep increases in rates, tariffs and other charges as low as possible. The municipality has provisionally increased rates and domestic refuse charges by 6% and all other service charges by 6%. Commercial refuse charges have been increased in line with the guidelines to ensure that the refuse tariff is cost effective.

1.4.1 Property Rates

In accordance with Section 32 (1) of the Municipal Property rates Act No. 6 of 2004, the municipality had compiled a new valuation roll effective 1 July 2012. One supplementary has been approved and advertised in the 2015/2016 financial year. This would therefore be the fifth year of implementation of the current valuation roll.

Property rates contribute towards covering the costs of the provision of general services. National Treasury's MFMA Circular No. 51 deals, inter alia with the implementation of the MPRA, with the regulations issued by the Department of Co-operative Governance. These regulations came into effect on 1 July 2009 and prescribe the rate ratio for the non residential categories, public service infrastructure and agricultural properties relative to residential properties to be 0,25:1. The implementation of these regulations was done in the previous budget process and the Property Rates Policy of the municipality has been amended accordingly.

The tariffs have increased by 6 per cent, however the rand value show an increase of R900 thousand. This is mainly due to the municipal values decreasing and the municipality being conservative when budgeting for rates income.

The following stipulations in the Property Rates Policy are highlighted:

- The first R 15 000 of the market value of a residential property is excluded from the rateable value (Section 17h of the MPRA). In addition to this rebate, a further R 35 000 reduction on the market value of a residential property will be granted in terms of the municipality's property rates policy;
- Rebates will be granted to registered indigents in terms of the Indigent Policy;
- For the aged a maximum rebate of 1000 per cent will be granted to the owners of residential rateable property. In this regard the following stipulations are relevant:
 - The rateable property concerned must be occupied only by the applicant and his/her spouse, if any.
- The municipality may grant a 100 per cent grant-in-aid on the assessment rates of rateable properties of certain classes such as registered welfare organisations provided they are registered and comply with the requirements as referred to in the Property rates Policy.

Table 4: Comparison of the proposed rates to be levied for the 2016/2017 financial year

Category	Current Tariff (1 July 2015)	Proposed Tariff (from 1 July 2016)	% Increase	Rate Ratio
	c	c		
RESIDENTIAL	0.0068533	0.0072645	6%	1
BUSINESS, COMMERCIAL AND INDUSTRIAL	0.0138360	0.0146662	6%	2
VACANT LAND	0.0205599	0.0217935	6%	3
AGRICULTURAL	0.0017610	0.0018666	6%	0.25
PUBLIC SERVICE PURPOSES	0.0017610	0.0146662	6%	2
PUBLIC SERVICE INFRASTRUCTURE	0.0017610	0.0018666	6%	0.25
PUBLIC BENEFIT ORGANISATION	0.0017610	0.0018666	6%	0.25
UNAUTHORISED USE	0.0205599	0.0217935	6%	3
MIXED USE PROPERTY	0.0068533	0.0072645	6%	1
OTHER	0.0040177	0.0042588	6%	0.52

1.4.2 Refuse Removal

Currently waste removal is operating at a deficit. It is widely accepted that the rendering of this service should at least break even, which is currently not the case. The municipality will have to implement a solid waste strategy to ensure that this service can be rendered in a sustainable manner over the medium to long term. The municipality has therefore reviewed the tariffs in respect of commercial users and attempted to apply an increase that would address this issue. Further to the above the tariff charge will be raised per unit and not per property.

A 6% increase in the waste removal tariff for domestic and commercial users is proposed from 1 July 2016. Currently indigent residential consumers are subsidised in full for refuse removal.

Although the municipality has affected a 6% increase on the refuse tariff, the income has increased by 11 per cent for 2015/2016 to 2016/2017. This is largely due the municipality expecting to extend the service (other than Ward1).

Table 5: Comparison between current refuse removal fees and increases

	CURRENT TARIFFS 2015/16	PROPOSED TARIFFS 2016/17	% INCREASE
Refuse removal residential once a week	37,88	40,15	6%
Commercial twice a week	286,29	303,47	6%
Commercial five times a week	893,26	946,86	6%

1.4.3 Transfers recognised- operational

Transfers recognised operational contributes to 78 per cent of the total operating income of the municipality.

The municipality needs to investigate other sources of revenue through updating and reviewing its revenue enhancement strategy. Raising income continues to be a challenge for the municipality as we do not render services such as water , sanitation or electricity. The municipality has also taken cognisance of the fact that its tariffs are not cost reflective and would need to align tariffs accordingly.

1.4.4 Other income

Other income has been increased per the request of department heads and has been aligned to the 2015/2016 forecast.

1.5 Operating Expenditure Framework

The municipality's expenditure framework for the 2016/17 budget and MTRF is informed by the following:

- The asset management plan;
- Balanced budget constraint (operating expenditure should not exceed operating revenue) unless there are existing uncommitted cash backed reserves to fund any deficit;
- Funding of the budget over the medium term as informed by Section 18 and 19 of the MFMA.

Table 6: The following table is a high level summary of the 2016/17 budget (classified per main type of operating expenditure);

Description	Adjusted 2015/2016 Budget	%	Budget Year 2016/2017	%
Expenditure by Type				
Employee related costs	36 212 834,00	0,37	39 653 653,00	0,43
Remuneration of Councillors	4 279 944,00	0,04	4 641 600,00	0,05
Debt impairment	1 635 000,00	0,02	950 000,00	0,01
Collection costs	80 000,00	0,00	100 000,00	0,00
Depreciation	8 444 284,00	0,09	8 928 944,00	0,10
Repairs and maintenance	2 347 400,00	0,02	2 508 300,00	0,03
Interest expense	220 000,00	0,00	440 000,00	0,00
Contracted services	7 600 353,00	0,08	8 176 100,00	0,09
Grants and subsidies paid	1 155 000,00	0,01	600 000,00	0,01
General expenses	34 929 563,75	0,36	26 180 824,23	0,29
Total Expenditure	96 904 378,75	1,00	92 179 421,23	1,00

1.5.1 Employee Related Costs

The budgeted allocation for employee related costs for the 2016/17 financial year totals R 39, 6 million, which equals 43 per cent of the total operating expenditure. Salary increases have been factored into this budget at a percentage increase of 7 per cent for the 2016/17 financial year. An annual increase of 6 per cent has been included for the 2017/2018 financial year and 6 per cent for the 2018/2019 financial year. The budget has also been drawn up taking into account the budgeting for applicable annual notch increases.

As part of the municipality's reprioritization and cash management strategy only posts that are critical and strategically important have been included in the 2016/2017 budget. These include the following:-

- 1 x Manager Technical Services (PMU)
- 1 x PMU Intern

Both the above positions will be funded from the M/G Grant and would therefore not have an impact on the operational budget.

In addition expenditure against overtime was significantly reduced, with provisions against this budget item only being provided for emergency services and other critical functions. Essential services departments are expected to introduce the "Shift System" to curb overtime and ensure compliance with relevant legislation.

The budgeted salaries for Senior Managers have increases when compared to the 2015/2016 financial year.

All Senior Management positions have been budgeted for a full year in 2016/2017. Further to the above and analysing the trend and historical performance it is evident that performance bonuses had not been paid out to any senior manager for the past 3 years. Performance bonuses have been budgeted in terms of the Local Government Municipal Performance regulations; however affordability would be assessed during the adjustment process as required by regulation 32.

The municipality understands that sustainable job creation remains a national priority and in drafting the 2016/2017 budget and MTRREFs, the municipality has explored opportunities to promote labour intensive approaches to delivering services, and more particularly to participate fully in the Expanded Public Works Programme.

1.5.2 Remuneration of Councillors

The cost associated with the remuneration of councillors is determined by the Minister of Cooperative Governance and Traditional Affairs in accordance with the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). A 6 per cent increase has been factored into the budget for the 2016/17 financial year.

The overall increase against 2015/2016 adjusted equates to 8 per cent. The municipality is legislated to have a mayor, speaker, deputy mayor, member of the executive committee and councillors. For 2015/2016 there was no councillor elected as speaker. The 2016/2017 budget has been aligned to legislation requirements due to the upcoming local government elections.

1.5.3 Depreciation

Provision for depreciation and asset impairment has been informed by the Municipality's Asset Management Policy. Depreciation is widely considered a proxy for the measurement of the rate asset consumption. Budget appropriations in this regard total R8,9 million for the 2016/17 financial year and equates to 10 per cent of the total operating expenditure.

1.5.4 Finance Charges

The finance charges budgeted for under Table A4 relates to bank charges and finance charges on the lease of the Switchboard and Photocopiers.

The Switchboard lease is a new lease which came into effect towards the end of 2015/2016.

The municipality has also budgeted for the leasing of additional photocopiers. Thus the increase in finance costs.

1.5.5 Debt Impairment

The municipality has budgeted for a collection rate of 90 per cent. An additional provision of R950,000 has been towards debt impairment. This provision would be reviewed during the adjustment budget.

1.5.6 Contracted Services

In the 2016/17 financial year, contracted services totals R8,1 million and has escalated by 8 per cent. This is due in the main to annual increases by service providers as well as the introduction of operational costs arising from previous year's infrastructure projects. The municipality has also recently advertised for the Provision of Security services to include all additional Halls and facilities. Further details relating to contracted services can be seen in SA1.

1.5.7 General Expenditure

General expenditure comprises various line items relating to the daily operations of the municipality. This group of expenditure has been identified as an area in which cost savings and efficiencies can be achieved. General expenditure totals R26 million in the 2016/17 financial year and has decreased by 25 per cent when compared the revised 2015/2016 budget.

A detailed breakdown can be seen in the Consolidated Budget summary.

This item would be further broken down during the final budget to comply with the Standard Chart of accounts.

1.5.8 Repairs and Maintenance

In terms of the Municipal Budget and Reporting Regulations, operational repairs and maintenance is not considered a direct expenditure driver but an outcome of certain other expenditures, such as remuneration, purchases of materials and contracted services. During the compilation of the 2016/2017 MTREF operational repairs and maintenance was identified as a strategic imperative owing to the aging of the Municipality's infrastructure. Repairs and Maintenance has increased by 7 per cent in the 2016/2017 financial year.

The level of budgeted Repairs and Maintenance expenditure, expressed as a percentage of the asset values is . This is below the norm of 8 per cent as required by MFMA circular 55. The municipality however budgets as per the maintenance plans and is confident that the budget would adequately secure the on-going health of the municipalities' infrastructure and assets.

1.5.9 Municipal Standard Chart of Account (mSCOA)

The Municipal Standard Chart of accounts (mSCOA) is the biggest reform to be implemented in local government reform since the introduction of the MFMA. The mSCOA regulations apply to all municipalities with effect from 1 July 2017 and only 15 months remain for preparation and implementation readiness as the 2017/2018 MTEF budgets will all have to be aligned to mSCOA.

Richmond municipality has been a pilot site, however due to unforeseen circumstances was unable to comply with mSCOA. We are awaiting National Treasuries process in concluding a transversal contract for Financial Management Systems. The municipality will have to change its current financial system due to the system not complying to mSCOA requirements. We have included an amount of R1,5 million in the 2016/2017 budget and will expect to cover additional costs through the Financial Management grant.

1.5.10 Operating Budget Surplus / Deficit

The municipality has budgeted for an Operating deficit of R4,2 million in 2016/2017 and deficits of R2,8 million and R2,7 million in the two respective outer years. MFMA circular No. 72 requires all municipalities to adopt a surplus position. The deficit for the two outer years is lower than the non-cash items expenditure reflected on the budgets (e.g. Depreciation). The deficit would be funded from accumulated funds.

Every endeavour would be made to ensure that the deficit for 2016/2017 and the two outer years are eradicated before the adoption of the final budget.

This may indicate that the tariffs and rates are insufficient to ensure that the community is making a sufficient contribution towards the economic benefits they are consuming over the medium term budget period.

During the review of the draft budget and following years budget review tariffs and rates would be reviewed simultaneously with a reduction in expenditure to improve this result.

1.5.11 Free Basic Services: Basic Social Services Package

The social package assists households that are poor or face other circumstances that limit their ability to pay for services. To receive these free services households are required to register in terms of the Municipality Indigent Policy. The municipality has in the 2016/2017 year undertaken to register all indigents and thereby create an updated indigent register.

The cost of the social package of the registered indigent households is largely financed by national government through the local government equitable share received in terms of the annual Division of Revenue Act.

The amount under transfers and grants made by municipalities includes ;

- Free basic electricity;
- Free Basic Refuse;
- Rebates on Rates offers to indigent
- Rebates on Rates offered to Pensioners

1.6 Capital expenditure

Table 7: The following table provides a breakdown of budgeted capital expenditure per vote:

Vote	Adjustment Budget 2015/16	Budget Year 2016/17	Budget Year+1 2017/18	Budget Year+2 2018/19
Executive and Council	1 767 000			
Finance and Administration	367 000	396 000		
Planning and Development	5 156 000	2 000 000		
Community & Social Services	806 000	125 000		
Public Safety	2 793 000			
Sport & Recreation	2 174 000	12 500 000	2 386 968	5 620 000
Waste Management	306 000			
Road Transport	34 278 000	18 526 050	15 463 032	13 044 000
Total Capital Budget	47 647 000	33 547 050	17 850 000	18 664 000

For 2016/17 an amount of R32 million has been appropriated for the development of infrastructure which represents 97 per cent of the total capital budget. Roads receives the highest allocation of R18,5 million.

Management acknowledges that capital programmes needs a balanced funding structure addressing not only backlogs in services but also investment in new infrastructure as well as the renewing of current infrastructure.

Total new assets represents 58 per cent or R19,5 million of the total capital budget while asset renewal equates to 42 per cent or R 14 million. Further detail relating to asset classes and proposed capital expenditure is contained in table A9 (Asset Management). In addition to the MBRR table A9, MBRR table SA34a, b and c provides a detailed breakdown of the capital programme relating to new asset construction, capital asset renewal as well as operational repairs and maintenance by asset class.

The accepted norm for renewal of assets is 40 per cent. The municipality however has the challenge of maintaining roads that have never been attended to such that communities can have access to basic services. The roads infrastructure has huge backlogs which the 2016/2017 budget is attempting to address.

Some of salient projects to be undertaken over the medium-term includes, amongst others:-

- Asphaltting of Smozmeni road Ward
- Construction of KwaBualwayo Sportsfield
- Tarring of internal roads Ward 4
- 2 x Sport Facilities

1.6.1. Transfer recognised – Capital

Transfers recognised capital contributes to 98 per cent or R33 million to the total capital expenditure. Due to the good expenditure trend against the 2015/2016 MIG allocation, the municipality's allocation in respect for MIG 2016/2017 has been increased substantially. COGTA has also recently advised the municipality that additional funds have been allocated to Richmond in the 2015/2016 budget year for MIG.

The municipality is highly dependent on grants for the delivery of capital projects.

The own funding of R552 thousand is low when compared to previous years. As an alternative source of funding the municipality has gone out to tender for service providers to source alternate funding for the municipality.

1.7 Cash Flow

As per table A8, all statutory requirements (PAYE, Pension, Medical Aid etc.) are met at month end.

The following provisions have been accounted for:-

- Post-retirement medical aid; and
- Long service provision
- Housing development fund

The budget will be funded from cash backed accumulated reserves.

Part of the Cash and Cash investments includes investment's less than three months which are captured under call investments in Table A6.

1.8 Annual Budget Tables - Parent Municipality

The following pages present the main budget as required:

Municipal annual bud and MTRREF & supporting tables

[Click for Instructions!](#)

Accountability

Transparency



national
Department
National Treasury
REPUBLIC OF SA

Contact details:

Elsabé Rossouw
National Treasury
Tel: (012) 315-5534

Preparation Instructions

Municipality Name:

CFO Name:

Tel:

Fax:

E-Mail:

Budget for MTREF starting:

Budget Y

Does this municipality have Entities?

If YES: Identify type of report:

Name Vot

Printing Instructions

Important d
provide ess

[illegible]Name of Subject

KZ1227 Richmond - Contact Information

A. GENERAL INFORMATION

Municipality	KZ1227 Richmond
Grade	3
Province	KZN KWAZULU-NATAL
Web address	
E-mail address	
B. CONTACT INFORMATION	
Postal address:	P/Bag 1028
P.O. Box	Richmond
City/Town	Richmond
Postal Code	3780
Street address	
Building	Memorial Hall
Street No. & Name	57 Shepstone Street
City/Town	Richmond
Postal Code	3780
General Contacts	
Telephone number	033 212 2155
Fax number	033 212 4686

C. POLITICAL LEADERSHIP

Speaker:		Secretary/PA to the Speaker:
Name		Name
Telephone number		Telephone number
Cell number		Cell number
Fax number		Fax number
E-mail address		E-mail address
Mayor/Executive Mayor:		Secretary/PA to the Mayor/Executive Mayor:
Name	Mr A Ragaielo	Name
Telephone number	033 212 2155	Telephone number
Cell number	082 489 6690	Cell number
Fax number	033 212 4686	Fax number
E-mail address	ragaielo@rmweb.co.za	E-mail address
Deputy Mayor:		Secretary/PA to the Deputy Mayor/Executive Mayor:
Name	Ms P Nyqobo	Name
Telephone number	033 212 2155	Telephone number
Cell number	082 303 8644	Cell number
Fax number	033 212 4686	Fax number
E-mail address		E-mail address

D. MANAGEMENT LEADERSHIP

Municipal Manager:		Secretary/PA to the Municipal Manager:
Name	Mr E S Sibole	Name
Telephone number	033 212 2155	Telephone number
Cell number	072 139 6510	Cell number
Fax number	033 212 4686	Fax number
E-mail address	subiso.sibole@richmond.gov.za	E-mail address
Chief Financial Officer		Secretary/PA to the Chief Financial Officer
Name	Sanjay Mawalai	Name
Telephone number	033 212 2135	Telephone number
Cell number	082 040 4320	Cell number
Fax number	033 212 4686	Fax number
E-mail address	cfo@richmond.gov.za	E-mail address

Official responsible for submitting financial information

Name	Hilma Osman
Telephone number	033 212 2155
Cell number	083 271 9941
Fax number	033 212 4686
E-mail address	hilma.osman@richmond.gov.za
Official responsible for submitting financial information	
Name	Lucy A Posen
Telephone number	033 212 2155
Cell number	0825915006
Fax number	033 212 4686
E-mail address	lucy.arn.peters@richmond.gov.za
Official responsible for submitting financial information	
Name	
Telephone number	
Cell number	
Fax number	
E-mail address	

1. Code in terms of the Remuneration of Public Office Bearers Act.

KZN227 Richmond - Table A1 Budget Summary

Description	2012/13		2013/14		2014/15		Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework			
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19					
R thousands															
Financial Performance															
Property rates	9 325	10 282	11 205	10 400	11 300	11 300	11 300	11 950	12 640	13 398					
Service charges	300	405	426	447	447	447	447	497	497	500					
Investment revenue	1 518	2 121	3 110	2 500	3 085	3 085	3 085	2 550	1 741	1 844					
Transfers recognised - operational	30 084	39 109	43 692	69 606	70 887	70 887	70 887	70 254	76 391	80 549					
Other own revenue	2 911	6 777	6 740	5 373	8 558	8 558	8 558	2 694	2 589	2 739					
Total Revenue (excluding capital transfers and contributions)	44 149	58 674	65 173	88 327	94 278	94 278	94 278	87 945	93 659	99 030					
Employee costs	23 834	24 412	27 440	37 137	36 213	36 213	36 213	39 654	42 429	45 399					
Remuneration of councillors	3 477	3 751	4 013	4 473	4 280	4 280	4 280	4 842	4 920	5 215					
Depreciation & asset impairment	4 306	6 353	7 583	7 899	8 444	8 444	8 444	8 929	9 554	10 222					
Finance charges	184	678	(192)	175	220	220	220	440	466	494					
Materials and bulk purchases	-	-	-	-	-	-	-	-	-	-					
Transfers and grants	-	-	-	-	-	-	-	-	-	-					
Other expenditure	25 278	26 955	30 889	39 388	46 591	46 591	46 591	37 916	38 658	39 783					
Total Expenditure	57 080	62 149	69 733	89 597	96 903	96 903	96 903	92 179	96 663	101 789					
Surplus/(Deficit)	(12 931)	(3 475)	(4 560)	(1 270)	(2 626)	(2 626)	(2 626)	(4 234)	(2 805)	(2 759)					
Transfers recognised - capital	27 058	26 486	31 243	17 376	25 481	25 481	25 481	33 026	17 850	18 664					
Contributions recognised - capital & contributed asset contributions	-	-	-	-	-	-	-	-	-	-					
Surplus/(Deficit) after capital transfers & contributions	14 127	23 011	26 863	16 106	22 855	22 855	22 855	28 792	15 045	15 905					
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-	-					
Surplus/(Deficit) for the year	14 127	23 011	26 863	16 106	22 855	22 855	22 855	28 792	15 045	15 905					
Capital expenditure & funds sources															
Capital expenditure	21 082	21 140	26 959	25 850	47 646	47 646	47 646	33 547	17 850	18 664					
Transfers recognised - capital	27 058	26 486	31 243	17 376	22 582	22 582	22 582	33 026	-	18 664					
Public contributions & donations	-	-	-	-	-	-	-	-	-	-					
Borrowing	-	-	-	-	-	-	-	-	-	-					
Internally generated funds	-	-	-	8 474	25 054	25 054	25 054	521	-	-					
Total sources of capital funds	27 058	26 486	31 243	25 850	47 646	47 646	47 646	33 547	17 850	18 664					
Financial position															
Total current assets	49 099	51 587	53 485	45 731	45 731	45 731	45 731	51 841	51 951	52 151					
Total non current assets	1 07 016	125 632	144 717	128 611	128 611	128 611	128 611	160 514	178 574	196 574					
Total current liabilities	28 546	25 878	18 912	1 500	1 500	1 500	1 500	2 362	2 282	2 162					
Total non current liabilities	9 809	10 589	11 454	12 767	12 767	12 767	12 767	12 863	13 635	14 453					
Community wealth/Equity	117 760	140 772	167 837	160 075	160 075	160 075	160 075	197 529	214 627	232 110					
Cash flows															
Net cash from (used) operating	27 108	24 947	28 167	23 524	23 524	23 524	23 524	42 384	27 285	28 856					
Net cash from (used) investing	(21 294)	(22 537)	(26 959)	(12 687)	(12 687)	(12 687)	(12 687)	(54 804)	(14 793)	(15 436)					
Net cash from (used) financing	(141)	(150)	181	-	-	-	-	122	122	122					
Cash/cash equivalents at the year end	43 415	45 674	47 063	41 999	57 900	57 900	57 900	45 602	58 217	71 758					
sb backing/surplus reconciliation															
Cash and investments available	43 415	45 674	47 064	42 600	42 600	42 600	42 600	45 600	45 600	45 600					
Application of cash and investments	21 556	20 982	12 511	(1 115)	(589)	(589)	(589)	(3 726)	(3 894)	(4 124)					
Balance - surplus (shortfall)	21 859	24 692	34 553	43 715	43 189	43 189	43 189	49 326	49 494	49 724					
Asset management															
Asset register summary (MDV)	107 006	125 632	144 717	175 654	175 654	175 654	162 002	162 002	186 655	195 259					
Depreciation & asset impairment	4 306	6 353	7 583	7 899	8 444	8 444	8 929	8 929	9 554	10 222					
Renewal of Existing Assets	-	-	-	10 400	7 322	7 322	7 322	14 167	-	-					
Repairs and Maintenance	2 768	2 583	2 545	3 076	4 910	4 910	5 768	5 788	6 171	6 603					
Free services															
Cost of Free Basic Services provided	-	-	-	3	3	3	3	3	3	3					
Revenue cost of free services provided	807	1 793	1 767	1 500	1 500	1 500	1 500	1 500	1 000	1 080					
Households below minimum service level															
Water:	-	-	-	0	0	0	0	0	0	0					
Sanitation/sewerage:	-	-	-	1	1	1	1	1	1	1					
Energy:	-	-	-	-	-	-	-	-	-	-					
Refuse:	-	-	-	16	16	16	16	16	16	16					

KZN227 Richmond - Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)

Standard Classification Description				Ref	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework			
R thousand	1	2012/13	2013/14	2014/15	Original Budget		Adjusted Budget		Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
		Audited Outcome	Audited Outcome	Audited Outcome	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
Revenue - Standard												
Governance and administration												
Executive and council		34 734	43 980	58 218	66 427	66 427	66 427	66 427	68 407	72 482	76 801	
Budget and treasury office		1 744	2 197	2 801	4 545	4 545	4 545	4 545	2 659	2 789	2 926	
Corporate services		32 920	40 821	54 359	60 892	60 892	60 892	60 892	65 888	69 630	73 808	
Community and public safety		70	963	1 058	990	990	990	990	60	64	67	
Community and social services		7 901	8 502	8 375	5 205	7 559	7 559	7 559	3 374	3 576	3 791	
Sport and recreation		1 635	2 000	2 466	2 368	2 776	2 776	2 776	2 437	2 583	2 738	
Public safety		398	4 552	4 998	2 107	3 107	3 107	3 107	7	7	8	
Housing		849	589	563	730	320	320	320	930	986	1 045	
Health		5 019	1 361	348	-	1 356	1 356	1 356	-	-	-	
Economic and environmental services		-	-	-	-	-	-	-	-	-	-	
Planning and development		28 210	28 113	29 521	69 438	39 385	39 385	39 385	45 492	31 730	32 946	
Road transport		27 752	27 589	29 009	68 869	38 917	38 917	38 917	44 976	31 183	32 367	
Environmental protection		458	515	513	569	469	469	469	516	547	579	
Trading services		-	-	-	-	-	-	-	-	-	-	
Electricity		362	1 209	929	3 548	3 279	3 279	3 279	3 699	3 921	4 156	
Water		-	-	-	-	-	-	-	-	-	-	
Waste water management		-	-	-	-	-	-	-	-	-	-	
Waste management		362	1 209	929	3 548	3 279	3 279	3 279	3 699	3 921	4 156	
Other	4	-	-	-	-	-	-	-	-	-	-	
Total Revenue - Standard	2	71 207	81 804	97 042	144 617	116 650	116 650	116 650	120 971	111 709	117 694	
Expenditure - Standard												
Governance and administration												
Executive and council		21 971	22 010	24 918	30 610	31 708	31 708	31 708	32 476	34 424	36 490	
Budget and treasury office		6 414	7 537	8 611	10 340	10 677	10 677	10 677	10 516	11 146	11 815	
Corporate services		10 887	8 879	10 266	12 827	13 588	13 588	13 588	14 751	15 636	16 574	
Community and public safety		4 670	5 594	6 041	7 443	7 443	7 443	7 443	7 210	7 642	8 101	
Community and social services		21 755	19 717	21 039	25 116	26 579	26 579	26 579	23 720	25 143	26 652	
Sport and recreation		9 275	9 264	10 675	13 144	13 387	13 387	13 387	13 971	14 809	15 698	
Public safety		3 381	4 564	5 177	5 224	5 361	5 361	5 361	2 335	2 475	2 623	
Housing		4 080	4 528	4 839	6 748	6 475	6 475	6 475	7 415	7 859	8 331	
Health		5 019	1 361	348	-	1 356	1 356	1 356	-	-	-	
Economic and environmental services		-	-	-	-	-	-	-	-	-	-	
Planning and development		11 140	17 478	21 615	30 322	35 338	35 338	35 338	32 285	33 175	34 491	
Road transport		5 149	8 447	10 873	19 903	24 000	24 000	24 000	20 509	20 693	21 261	
Environmental protection		5 991	9 031	10 741	10 419	11 338	11 338	11 338	11 775	12 482	13 231	
Trading services		-	-	-	-	-	-	-	-	-	-	
Electricity		2 214	3 093	2 403	3 549	3 278	3 278	3 278	3 699	3 921	4 156	
Water		-	-	-	-	-	-	-	-	-	-	
Waste water management		-	-	-	-	-	-	-	-	-	-	
Waste management		2 214	3 093	2 403	3 549	3 278	3 278	3 278	3 699	3 921	4 156	
Total Expenditure - Standard	3	57 080	62 297	69 974	89 597	96 903	96 903	96 903	92 179	96 663	101 789	
Surplus/(Deficit) for the year		14 127	19 507	27 068	55 020	19 747	19 747	19 747	28 792	15 045	15 905	

References

1. Government Finance Statistics Functions and Sub-functions are standardised to assist the compilation of national and international accounts for comparison purposes
2. Total Revenue by standard classification must reconcile to Total Operating Revenue shown in Budgeted Financial Performance (revenue and expenditure)
3. Total Expenditure by Standard Classification must reconcile to Total Operating Expenditure shown in Budgeted Financial Performance (revenue and expenditure)
4. All amounts must be classified under a standard classification (modified GFS). The GFS function 'Other' is only for Abattoirs, Air Transport, Markets and Tourism - and if used must be supported by footnotes. Nothing else may be placed under 'Other'. Assign associate share to relevant classification

Standard Classification Description	R0f	Current Year 2015/6	2016/7 Medium Term Revenue & Expenditure Estimates
2012/3	2013/4	2014/5	

Business Classification Description		Current Year 2018				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts				2019 / Medium Term Forecasts			
-------------------------------------	--	-------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--	------------------------------	--	--	--

1. *Unethical behavior*—customers are not so inclined to assist innocent and innocent-looking and complaining
2. *Unethical behavior by suppliers*—suppliers tend not to sell quality items (even if it is a financial performance measure and reputation)
3. *Total expenditure by customers*—customers tend not to sell quality items (even if it is a financial performance measure and reputation)
4. *All activities*—the standard only is around the word (CFR) satisfaction. The CFR section "Other" is a way to address the "Threats, Misuses and Tolerances" and "used must be supported by facts and figures" may be placed under "Other" despite the fact that it is not a CFR section

KZN227 Richmond - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework		
		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue by Vote	1	Audited Outcome	Audited Outcome	Audited Outcome						
Vote 1 - Executive & Council		1 744	2 197	2 801	4 545	4 545	4 545	2 659	2 789	2 926
Vote 2 - Finance & Admin		32 990	41 784	56 417	61 882	61 882	61 882	65 748	69 693	73 875
Vote 3 - Planning & Development		27 752	27 589	29 009	38 917	38 917	38 917	44 976	31 183	32 367
Vote 4 - Community & Social Services		1 635	2 000	2 466	2 368	2 776	2 776	2 437	2 563	2 738
Vote 5 - Community & Social Services		-	-	-	-	1 356	1 356	-	-	-
Vote 6 - Public Safety		849	589	563	730	320	320	930	986	1 045
Vote 7 - Sport & Recreation		398	4 552	4 998	-	3 107	3 107	7	7	8
Vote 8 - Waste Management		362	1 209	929	-	3 279	3 279	3 699	3 921	4 156
Vote 9 - Roads Transport		-	-	-	-	469	469	516	547	579
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	65 730	79 929	96 182	108 442	116 650	116 650	120 971	111 708	117 694
Expenditure by Vote to be appropriated	1									
Vote 1 - Executive & Council		6 414	7 537	8 611	10 340	10 677	10 677	10 516	11 146	11 815
Vote 2 - Finance & Admin		15 557	14 473	16 307	20 270	21 031	21 031	21 980	23 278	24 675
Vote 3 - Planning & Development		5 149	8 447	10 873	19 903	24 000	24 000	20 509	20 693	21 261
Vote 4 - Community & Social Services		9 275	9 264	10 675	13 144	12 077	12 077	12 724	13 487	14 296
Vote 5 - Community & Social Services		-	-	-	-	2 666	2 666	1 247	1 322	1 402
Vote 6 - Public Safety		4 080	4 528	4 839	6 748	6 475	6 475	7 415	7 889	8 331
Vote 7 - Sport & Recreation		3 381	4 564	5 177	5 224	5 361	5 361	2 335	2 475	2 623
Vote 8 - Waste Management		2 214	3 093	2 403	3 549	3 279	3 279	3 699	3 921	4 156
Vote 9 - Roads Transport		5 991	9 031	10 741	10 419	11 338	11 338	11 775	12 482	13 231
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	52 061	60 936	69 626	89 597	96 904	96 904	92 179	96 663	101 789
Surplus/(Deficit) for the year	2	13 669	18 993	26 556	18 845	19 746	19 746	28 792	15 045	15 905

References

1. Insert 'Vote': e.g. department, if different to standard classification structure
2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)
3. Assign share in associate to relevant Vote

KZN227 Richmond - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	Current Year 2015/16							2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	1	2012/13	2013/14	2014/15							
Revenue By Source											
Property rates	2	8 518	9 438	10 168	10 100	10 600	10 600	10 600	11 500	12 190	12 921
Property rates - penalties & collection charges		807	824	1 037	300	700	700	700	450	450	477
Service charges - electricity revenue	2	-	-	-	(1)	(1)	(1)	(1)	(1)	(1)	-
Service charges - water revenue	2	-	-	-	-	-	-	-	-	-	-
Service charges - sanitation revenue	2	-	-	-	-	-	-	-	-	-	-
Service charges - refuse revenue	2	300	405	426	449	449	449	449	499	499	500
Service charges - other											
Rental of facilities and equipment		1 033	5 177	5 583	2 772	3 750	3 750	3 750	709	709	750
Interest earned - external investments		1 518	2 121	3 110	2 500	3 085	3 085	3 085	2 550	1 741	1 844
Interest earned - outstanding debtors		146	133	104	105	85	85	85	75	75	80
Dividends received											
Fines		379	138	169	53	53	53	53	102	102	108
Licences and permits		401	377	326	686	186	186	186	831	831	880
Agency services		458	515	558	569	469	469	469	516	517	547
Transfers recognised - operational		30 094	39 109	43 692	69 606	70 887	70 887	70 887	70 254	76 391	80 549
Other revenue	2	493	437	-	1 190	4 015	4 015	4 015	462	366	374
Gains on disposal of PPE											
Total Revenue (excluding capital transfers and contributions)		44 149	58 674	65 173	88 327	94 278	94 278	94 278	87 945	93 859	99 030
Expenditure By Type											
Employee related costs	2	23 634	24 412	27 440	37 137	36 213	36 213	36 213	39 654	42 429	45 399
Remuneration of councillors		3 477	3 751	4 013	4 473	4 280	4 280	4 280	4 642	4 920	5 215
Debt impairment	3	4 178	1 266	1 968	1 085	1 635	1 635	1 635	950	1 007	1 067
Depreciation & asset impairment	2	4 306	6 353	7 583	7 899	8 444	8 444	8 444	8 929	9 554	10 222
Finance charges		184	678	(192)	175	220	220	220	440	466	494
Bulk purchases	2	-	-	-	-	-	-	-	-	-	-
Other materials											
Contracted services	8	2 933	5 917	7 584	7 489	7 599	7 599	7 599	8 176	8 667	9 187
Transfers and grants		-	-	-	545	1 155	1 155	1 155	600	636	674
Other expenditure	4, 5	18 015	19 409	21 230	30 794	37 357	37 357	37 357	28 789	28 984	29 529
Loss on disposal of PPE		162	363	107							
Total Expenditure		57 080	62 149	69 733	89 597	96 903	96 903	96 903	92 179	96 663	101 789
Surplus/(Deficit)		(12 931)	(3 475)	(4 560)	(1 270)	(2 626)	(2 626)	(2 626)	(4 234)	(2 805)	(2 759)
Transfers recognised - capital		27 058	26 486	31 243	17 376	25 481	25 481	25 481	33 026	17 850	18 664
Contributors recognised - capital	6	-	-	-	-	-	-	-	-	-	-
Contributed assets											
Surplus/(Deficit) after capital transfers & contributions		14 127	23 011	26 683	16 106	22 855	22 855	22 855	28 792	15 045	15 905
Taxation											
Surplus/(Deficit) after taxation		14 127	23 011	26 683	16 106	22 855	22 855	22 855	28 792	15 045	15 905
Attributable to minorities											
Surplus/(Deficit) attributable to municipality		14 127	23 011	26 683	16 106	22 855	22 855	22 855	28 792	15 045	15 905
Share of surplus/ (deficit) of associate											
Surplus/(Deficit) for the year	7	14 127	23 011	26 683	16 106	22 855	22 855	22 855	28 792	15 045	15 905

Grances

1. Classifications are revenue sources and expenditure type
2. Detail to be provided in Table SA1
3. Previously described as 'bad or doubtful debts' - amounts shown should reflect the change in the provision for debt impairment
4. Expenditure type components previously shown under repairs and maintenance should be allocated back to the originating expenditure group/item; e.g. employee costs
5. Repairs & maintenance detailed in Table A9 and Table SA3c
6. Contributions are funds provided by external organisations to assist with infrastructure development; e.g. developer contributions (detail to be provided in Table SA1)
7. Equity method

KZN227 Richmond - Table A5 Budgeted Capital Expenditure by vote, standard classification and funding

Vote Description	Ref	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome
R thousand	1	2012/13	2013/14	2014/15				Budget Year 2016/17
Capital expenditure - Vote	2							Budget Year +1 2017/18
Multi-year expenditure to be appropriated								Budget Year +2 2018/19
Vote 1 - Executive & Council		-	-	-	-	-	-	-
Vote 2 - Finance & Admin		-	-	-	-	-	-	-
Vote 3 - Planning & Development		-	-	-	-	-	-	-
Vote 4 - Community & Social Services		-	-	-	-	-	-	-
Vote 5 - Community & Social Services		-	-	-	-	-	-	-
Vote 6 - Public Safety		-	-	-	-	-	-	-
Vote 7 - Sport & Recreation		-	-	-	-	-	-	-
Vote 8 - Waste Management		-	-	-	-	-	-	-
Vote 9 - Roads Transport		-	-	-	-	-	-	-
Vote 10 - (NAME OF VOTE 10)		-	-	-	-	-	-	-
Vote 11 - (NAME OF VOTE 11)		-	-	-	-	-	-	-
Vote 12 - (NAME OF VOTE 12)		-	-	-	-	-	-	-
Vote 13 - (NAME OF VOTE 13)		-	-	-	-	-	-	-
Vote 14 - (NAME OF VOTE 14)		-	-	-	-	-	-	-
Vote 15 - (NAME OF VOTE 15)		-	-	-	-	-	-	-
Capital multi-year expenditure sub-total	7							
Single-year expenditure to be appropriated	2							
Vote 1 - Executive & Council		-	-	-	-	-	-	-
Vote 2 - Finance & Admin		-	-	-	-	-	-	-
Vote 3 - Planning & Development		-	-	-	-	-	-	-
Vote 4 - Community & Social Services		-	-	-	-	-	-	-
Vote 5 - Community & Social Services		-	-	-	-	-	-	-
Vote 6 - Public Safety		-	-	-	-	-	-	-
Vote 7 - Sport & Recreation		-	-	-	-	-	-	-
Vote 8 - Waste Management		-	-	-	-	-	-	-
Vote 9 - Roads Transport		-	-	-	-	-	-	-
Vote 10 - (NAME OF VOTE 10)		-	-	-	-	-	-	-
Vote 11 - (NAME OF VOTE 11)		-	-	-	-	-	-	-
Vote 12 - (NAME OF VOTE 12)		-	-	-	-	-	-	-
Vote 13 - (NAME OF VOTE 13)		-	-	-	-	-	-	-
Vote 14 - (NAME OF VOTE 14)		-	-	-	-	-	-	-
Vote 15 - (NAME OF VOTE 15)		-	-	-	-	-	-	-
Capital single-year expenditure sub-total		21 082	21 140	26 959	26 850	47 646	47 646	47 646
Total Capital Expenditure - Vote		21 082	21 140	26 959	26 850	47 646	47 646	47 646
Capital Expenditure - Standard								
Governance and administration		-	-	-	442	2 134	2 134	396
Executive and council		-	-	-	100	1 767	1 767	-
Budget and treasury office		-	-	-	-	10	10	160
Corporate services		-	-	-	342	357	357	236
Community and public safety		-	-	-	2 441	5 773	5 773	11 625
Community and social services		-	-	-	581	806	806	125
Sport and recreation		-	-	-	1 226	2 174	2 174	11 500
Public safety		-	-	-	634	2 793	2 793	-
Economic and environmental services		-	-	-	22 657	39 434	39 434	21 526
Planning and development		-	-	-	130	5 156	5 156	15 463
Road transport		21 082	21 140	26 959	22 537	34 278	34 278	2 000
Environmental protection		-	-	-	-	-	-	19 526
Trading services		-	-	-	300	305	305	-
Electricity		-	-	-	-	-	-	-
Water		-	-	-	-	-	-	-
Waste water management		-	-	-	300	305	305	-
Waste management		-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-
Total Capital Expenditure - Standard	3	21 082	21 140	26 959	26 850	47 646	47 646	47 646
Funded by:								
National Government		27 058	26 486	31 243	17 376	17 541	17 541	31 026
Provincial Government		-	-	-	-	51	51	2 000
District Municipality		-	-	-	-	-	-	-
Other transfers and grants		-	-	-	-	5 000	5 000	-
Transfers recognised - capital	4	27 058	26 486	31 243	17 376	22 592	22 592	33 026
Public contributions & donations	5	-	-	-	-	-	-	-
Borrowing	6	-	-	-	8 474	25 054	25 054	521
Internally generated funds		-	-	-	-	-	-	-
Total Capital Funding	7	27 058	26 486	31 243	26 850	47 646	47 646	33 547
								17 850
								18 664

- References**
- Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for y2 and y3).
 - Include capital component of PPP unitary payment. Note that capital transfers are only appropriated to municipalities for the budget year.
 - Capital expenditure by standard classification must reconcile to the appropriations by vote.
 - Must reconcile supporting table SA20 and to Budgeted Financial Performance (revenue and expenditure).
 - Must reconcile to Budgeted Financial Performance (revenue and expenditure).
 - Include finance leases and PPP capital funding component of unitary payment - total borrowing/repayments to reconcile to changes in Table SA17.
 - Total Capital Funding must balance with Total Capital Expenditure.
 - Include any capitalised interest (MFA section 46) as part of relevant capital budget.

CH277 Richmond - Title A Budget Capital Expenditure by VMA, Accounting Division and Function

FUND	VMA Description	FAC	Current Year 2017/18						2017/18 Budget from Finance & Operations	
			2017/18	2017/18	2017/18	2017/18	2017/18	2017/18	Budget Year 17/18	Budget Year 18/19
FUND 1000 - General Services	1000 - General Services	1	-	-	-	-	-	-	-	-
	1000 - General Services	2	-	-	-	-	-	-	-	-
	1000 - General Services	3	-	-	-	-	-	-	-	-
VMA 1 - General Services	1.1 - General Services	1	-	-	-	-	-	-	-	-
	1.2 - General Services	2	-	-	-	-	-	-	-	-
	1.3 - General Services	3	-	-	-	-	-	-	-	-
VMA 2 - Finance & Admin	2.1 - Finance & Admin	1	-	-	-	-	-	-	-	-
	2.2 - Finance & Admin	2	-	-	-	-	-	-	-	-
	2.3 - Finance & Admin	3	-	-	-	-	-	-	-	-
VMA 3 - Planning & Development	3.1 - Planning & Development	1	-	-	-	-	-	-	-	-
	3.2 - Planning & Development	2	-	-	-	-	-	-	-	-
	3.3 - Planning & Development	3	-	-	-	-	-	-	-	-
VMA 4 - Community & Social Services	4.1 - Community & Social Services	1	-	-	-	-	-	-	-	-
	4.2 - Community & Social Services	2	-	-	-	-	-	-	-	-
	4.3 - Community & Social Services	3	-	-	-	-	-	-	-	-
VMA 5 - Health & Safety	5.1 - Health & Safety	1	-	-	-	-	-	-	-	-
	5.2 - Health & Safety	2	-	-	-	-	-	-	-	-
	5.3 - Health & Safety	3	-	-	-	-	-	-	-	-
VMA 6 - Waste Management	6.1 - Waste Management	1	-	-	-	-	-	-	-	-
	6.2 - Waste Management	2	-	-	-	-	-	-	-	-
	6.3 - Waste Management	3	-	-	-	-	-	-	-	-
VMA 7 - Sport & Recreation	7.1 - Sport & Recreation	1	-	-	-	-	-	-	-	-
	7.2 - Sport & Recreation	2	-	-	-	-	-	-	-	-
	7.3 - Sport & Recreation	3	-	-	-	-	-	-	-	-
VMA 8 - Roads & Transport	8.1 - Roads & Transport	1	-	-	-	-	-	-	-	-
	8.2 - Roads & Transport	2	-	-	-	-	-	-	-	-
	8.3 - Roads & Transport	3	-	-	-	-	-	-	-	-
VMA 9 - Parks & Open Spaces	9.1 - Parks & Open Spaces	1	-	-	-	-	-	-	-	-
	9.2 - Parks & Open Spaces	2	-	-	-	-	-	-	-	-
	9.3 - Parks & Open Spaces	3	-	-	-	-	-	-	-	-
VMA 10 - Other Services	10.1 - Other Services	1	-	-	-	-	-	-	-	-
	10.2 - Other Services	2	-	-	-	-	-	-	-	-
	10.3 - Other Services	3	-	-	-	-	-	-	-	-
VMA 11 - Other Services	11.1 - Other Services	1	-	-	-	-	-	-	-	-
	11.2 - Other Services	2	-	-	-	-	-	-	-	-
	11.3 - Other Services	3	-	-	-	-	-	-	-	-
VMA 12 - Other Services	12.1 - Other Services	1	-	-	-	-	-	-	-	-
	12.2 - Other Services	2	-	-	-	-	-	-	-	-
	12.3 - Other Services	3	-	-	-	-	-	-	-	-
VMA 13 - Other Services	13.1 - Other Services	1	-	-	-	-	-	-	-	-
	13.2 - Other Services	2	-	-	-	-	-	-	-	-
	13.3 - Other Services	3	-	-	-	-	-	-	-	-
VMA 14 - Other Services	14.1 - Other Services	1	-	-	-	-	-	-	-	-
	14.2 - Other Services	2	-	-	-	-	-	-	-	-
	14.3 - Other Services	3	-	-	-	-	-	-	-	-
VMA 15 - Other Services	15.1 - Other Services	1	-	-	-	-	-	-	-	-
	15.2 - Other Services	2	-	-	-	-	-	-	-	-
	15.3 - Other Services	3	-	-	-	-	-	-	-	-

Capital expenditure expenditure is included

KZN227 Richmond - Table A6 Budgeted Financial Position

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
R thousand												
ASSETS												
Current assets												
Cash		839	1 855	1 267	600	600	600	600	1 100	1 100	1 100	
Call investment deposits	1	42 576	43 819	45 797	42 000	42 000	42 000	42 000	44 500	44 500	44 500	
Consumer debtors	1	1 224	1 172	295	1 615	1 615	1 615	1 615	1 744	1 849	2 015	
Other debtors		4 411	4 564	6 040	1 391	1 391	1 391	1 391	4 411	4 411	4 411	
Current portion of long-term receivables		23	10		-	-	-	-				
Inventory	2	26	167	86	125	125	125	125	86	91	125	
Total current assets		49 099	51 587	53 485	45 731	45 731	45 731	45 731	51 841	51 951	52 151	
Non current assets												
Long-term receivables		10					-	-				
Investments							-	-				
Investment property		4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	
Investment in Associate							-	-				
Property, plant and equipment	3	102 748	121 377	140 533	124 480	124 480	124 480	124 480	156 730	174 390	192 390	
Agricultural							-	-				
Biological							-	-				
Intangible		14	12	8	16	16	16	16	8	8	8	
Other non-current assets		128	128	61			-	-	61	61	61	
non current assets		107 016	125 632	144 717	128 611	128 611	128 611	128 611	160 914	178 574	195 574	
ALL ASSETS		156 115	177 219	198 202	174 342	174 342	174 342	174 342	212 755	230 525	248 725	
LIABILITIES												
Current liabilities												
Bank overdraft	1						-	-				
Borrowing	4	410	317	398	-	-	-	-	440	440	440	
Consumer deposits							-	-				
Trade and other payables	4	27 909	25 353	18 242	1 500	1 500	1 500	1 500	1 650	1 550	1 450	
Provisions		227	208	272	-	-	-	-	272	272	272	
Total current liabilities		28 546	25 878	18 912	1 500	1 500	1 500	1 500	2 362	2 262	2 162	
Non current liabilities												
Borrowing		21	-	136	-	-	-	-	-	-	-	
Provisions		9 788	10 559	11 318	12 767	12 767	12 767	12 767	12 863	13 635	14 453	
Total non current liabilities		9 809	10 559	11 454	12 767	12 767	12 767	12 767	12 863	13 635	14 453	
TOTAL LIABILITIES		38 355	36 447	30 366	14 267	14 267	14 267	14 267	15 226	15 898	16 616	
NET ASSETS	5	117 760	140 772	167 837	160 075	160 075	160 075	160 075	197 529	214 627	232 110	
COMMUNITY WEALTH/EQUITY												
Accumulated Surplus/(Deficit)		117 760	140 772	167 837	160 075	160 075	160 075	160 075	197 248	214 326	231 787	
Reserves	4	-	-	-	-	-	-	-	282	301	322	
TOTAL COMMUNITY WEALTH/EQUITY	5	117 760	140 772	167 837	160 075	160 075	160 075	160 075	197 529	214 627	232 110	

References

1. Detail to be provided in Table SA3
2. Include completed/low cost housing to be transferred to beneficiaries within 12 months
3. e Construction-work-in-progress' (disclosed separately in annual financial statements)
4. Detail to be provided in Table SA3, includes reserves to be funded by statute.
5. Net assets must balance with Total Community Wealth/Equity

KZN227 Richmond - Table A7 Budgeted Cash Flows

Description	Ref	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework				
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand											
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates, penalties & collection charges		8 642	7 784	8 210	9 360	9 360	9 360	9 360	10 800	11 421	12 106
Service charges		37	395	1 142	405	405	405	405	499	497	500
Other revenue		5 428	5 114	7 268	4 345	4 345	4 345	4 345	2 619	2 514	2 659
Government - operating	1	36 992	37 132	47 494	69 606	69 606	69 606	69 606	70 254	76 391	80 549
Government - capital	1	18 533	25 645	17 493	17 376	17 376	17 376	17 376	33 026	17 850	18 664
Interest		1 518	2 121	2 868	2 500	2 500	2 500	2 500	2 625	1 816	1 924
Dividends											
Payments											
Suppliers and employees		(43 858)	(52 566)	(56 500)	(79 893)	(79 893)	(79 893)	(79 893)	(76 399)	(82 102)	(86 378)
Finance charges		(184)	(678)	192	(175)	(175)	(175)	(175)	(440)	(466)	(494)
Transfers and Grants	1								(600)	(636)	(674)
NET CASH FROM/(USED) OPERATING ACTIVITIES		27 108	24 947	28 167	23 524	23 524	23 524	23 524	42 384	27 285	28 856
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		(102)	(363)						-	-	-
Decrease (increase) in non-current debtors									-	-	-
Decrease (increase) other non-current receivables		25	1 926		13 164	13 164	13 164	13 164	2 042	2 165	2 294
Decrease (increase) in non-current investments					13 164	13 164	13 164	13 164	(24 976)	-	-
Payments											
Capital assets		(21 207)	(24 100)	(26 959)	(25 851)	(25 851)	(25 851)	(25 851)	(31 870)	(16 958)	(17 731)
CASH FROM/(USED) INVESTING ACTIVITIES		(21 207)	(22 537)	(26 959)	(12 687)	(12 687)	(12 687)	(12 687)	(54 804)	(14 733)	(15 436)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans									-	-	-
Borrowing long term/refinancing		214		242					242	242	242
Increase (decrease) in consumer deposits									-	-	-
Payments											
Repayment of borrowing		(355)	(150)	(61)	-	-	-	-	(120)	(120)	(120)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(141)	(150)	181	-	-	-	-	122	122	122
NET INCREASE/ (DECREASE) IN CASH HELD		5 683	2 260	1 389	10 837	10 837	10 837	10 837	(12 289)	12 614	13 541
Cash/cash equivalents at the year begin:	2	37 731	43 415	45 674	31 162	47 063	47 063	47 063	57 900	45 602	58 217
Cash/cash equivalents at the year end:	2	43 415	45 674	47 063	41 999	57 900	57 900	57 900	45 602	58 217	71 758

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities

2. Cash equivalents includes investments with maturities of 3 months or less

KZN227 Richmond - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework			
		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand											
Cash and investments available											
Cash/cash equivalents at the year end	1	43 415	45 674	47 063	41 939	57 900	57 900	57 900	45 602	58 217	71 758
Other current investments > 90 days		0	(0)	1	601	(15 300)	(15 300)	(15 300)	(2)	(12 617)	(26 156)
Non current assets - Investments	1	-	-	-	-	-	-	-	-	-	-
Cash and investments available:		43 415	45 674	47 064	42 600	42 600	42 600	42 600	45 600	45 600	45 600
Application of cash and investments											
Unspent conditional transfers		-	-	-	-	-	-	-	-	-	-
Unspent borrowing		-	-	-	-	-	-	-	-	-	-
Statutory requirements	2	-	-	-	-	-	-	-	-	-	-
Other working capital requirements	3	21 556	20 982	12 511	(1 115)	(589)	(589)	(589)	(4 008)	(4 195)	(4 446)
Other provisions		-	-	-	-	-	-	-	-	-	-
Long term investments committed	4	-	-	-	-	-	-	-	-	-	-
Reserves to be backed by cash/investments	5	-	-	-	-	-	-	-	-	-	-
Total Application of cash and investments:		21 556	20 982	12 511	(1 115)	(589)	(589)	(589)	282	301	322
Surplus(shortfall)		21 859	24 692	34 553	43 715	43 189	43 189	43 189	49 326	49 494	49 724
References											

1. Must reconcile with Budgeted Cash Flows

2. For example: VAT, taxation

3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)

4. For example: sinking fund requirements for borrowing

5. Council approval required for each reserve created and basis of cash backing of reserves

KZN227 Richmond - Table A9 Asset Management

Description	Ref	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework			
		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year 2017/18	Budget Year +2 2018/19
R thousand		Audited Outcome	Audited Outcome	Audited Outcome						
CAPITAL EXPENDITURE										
Total New Assets	1	21 082	21 140	26 959	15 450	40 324	40 324	19 380	17 850	18 664
Infrastructure - Road transport		16 388	21 140	26 559	8 271	28 260	28 260	7 359	15 463	13 044
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		16 388	21 140	26 559	8 271	28 260	28 260	7 359	15 463	13 044
Community		2 717	-	-	1 854	2 752	2 752	11 500	2 387	5 620
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		1 977	-	-	5 325	6 933	6 933	521	-	-
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	-	-	-	10 400	7 322	7 322	14 167	-	-
Infrastructure - Road transport		-	-	-	10 400	2 322	2 322	12 167	-	-
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		-	-	-	10 400	2 322	2 322	14 167	-	-
Community		-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		-	-	-	-	-	-	-	-	-
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	16 388	21 140	26 959	18 671	30 582	30 582	19 526	15 463	13 044
Infrastructure - Road transport		-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		16 388	21 140	26 959	18 671	30 582	30 582	19 526	15 463	13 044
Community		2 717	-	-	1 854	2 752	2 752	11 500	2 387	5 620
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		1 977	-	-	5 325	11 933	11 933	521	-	-
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class	2	21 082	21 140	26 959	28 850	47 646	47 646	33 547	17 850	18 664
ASSET REGISTER SUMMARY - PPE (WDV)	5	53 975	62 345	74 524	83 566	83 566	83 566	84 957	90 504	97 268
Infrastructure - Road transport		-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		120	62 345	74 524	38 010	36 010	36 010	84 957	90 504	97 268
Community		54 056	28 451	35 097	119 576	119 576	119 576	37 554	54 145	54 145
Heritage assets		128	128	61	128	128	128	128	128	128
Investment properties		4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115	4 115
Other assets		26 152	30 561	30 912	1 216	1 216	1 216	35 240	37 954	39 595
Agricultural Assets		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
Intangibles		14	12	8	-	-	-	-	-	-
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	107 006	125 632	144 717	175 654	175 654	175 654	182 002	186 655	195 259
EXPENDITURE OTHER ITEMS										
Depreciation & asset impairment		4 306	6 353	7 583	7 899	8 444	8 444	8 929	9 554	10 222
Repairs and Maintenance by Asset Class	3	2 788	2 583	2 545	3 076	4 910	4 910	5 768	6 171	6 603
Infrastructure - Road transport		1 921	1 676	1 385	1 732	3 172	3 172	3 709	3 969	4 247
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Infrastructure - Other		-	-	-	-	-	-	-	-	-
Infrastructure		1 921	1 676	1 385	1 732	3 172	3 172	3 709	3 969	4 247
Community		-	-	-	-	-	-	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Other assets		847	907	1 160	1 344	1 738	1 738	2 058	2 202	2 357
TOTAL EXPENDITURE OTHER ITEMS	6, 7	7 074	8 936	10 128	10 975	13 354	13 354	14 696	15 726	16 825
Renewal of Existing Assets as % of total capex		0.0%	0.0%	0.0%	40.2%	15.4%	15.4%	42.2%	0.0%	0.0%
Renewal of Existing Assets as % of deprecn		0.0%	0.0%	0.0%	131.7%	86.7%	86.7%	158.7%	0.0%	0.0%
RAM as a % of PPE		2.7%	2.1%	1.8%	2.5%	3.9%	3.9%	3.7%	3.5%	3.4%
Renewal and RAM as a % of PPE		3.0%	2.0%	2.0%	8.0%	7.0%	7.0%	12.0%	3.0%	3.0%

References

1. Detail of new assets provided in Table SA34a
2. Detail of renewal of existing assets provided in Table SA34b
3. Detail of Repairs and Maintenance by Asset Class provided in Table SA34c
4. Must reconcile to total capital expenditure on Budgeted Capital Expenditure
5. Must reconcile to Budgeted Financial Position (written down value)
6. Donated/contributed and assets funded by finance leases to be allocated to the respective category

KZN227 Richmond - Table A10 Basic service delivery measurement

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Household service targets										
Water:	1									
Piped water inside dwelling		-	-	-	4 681	4 681	4 681	4 681	4 681	4 681
Piped water inside yard (but not in dwelling)	2	-	-	-	6 749	6 749	6 749	6 749	6 749	6 749
Using public tap (at least min.service level)		-	-	-	6 713	6 713	6 713	6 713	6 713	6 713
Other water supply (at least min.service level)	4	-	-	-	502	502	502	502	502	502
Minimum Service Level and Above sub-total		-	-	-	18 645	18 645	18 645	18 645	18 645	18 645
Using public tap (< min.service level)	3	-	-	-	59	59	59	59	59	59
Other water supply (< min.service level)	4	-	-	-	165	165	165	165	165	165
No water supply		-	-	-	-	-	-	-	-	-
Below Minimum Service Level sub-total		-	-	-	224	224	224	224	224	224
Total number of households	5	-	-	-	18 869	18 869	18 869	18 869	18 869	18 869
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		-	-	-	2 775	2 775	2 775	2 775	2 775	2 775
Flush toilet (with septic tank)		-	-	-	1 685	1 685	1 685	1 685	1 685	1 685
Chemical toilet		-	-	-	4 036	4 036	4 036	4 036	4 036	4 036
Pit toilet (ventilated)		-	-	-	6 793	6 793	6 793	6 793	6 793	6 793
Other toilet provisions (> min.service level)		-	-	-	-	-	-	-	-	-
Minimum Service Level and Above sub-total		-	-	-	15 289	15 289	15 289	15 289	15 289	15 289
Bucket toilet		-	-	-	-	-	-	-	-	-
Other toilet provisions (< min.service level)		-	-	-	730	730	730	730	730	730
No toilet provisions		-	-	-	-	-	-	-	-	-
Below Minimum Service Level sub-total		-	-	-	730	730	730	730	730	730
Total number of households	5	-	-	-	16 019	16 019	16 019	16 019	16 019	16 019
Electricity:										
Electricity (at least min.service level)		-	-	-	37 544	37 544	37 544	37 544	37 544	37 544
Electricity - prepaid (min.service level)		-	-	-	-	-	-	-	-	-
Electricity (< min.service level)		-	-	-	37 544	37 544	37 544	37 544	37 544	37 544
Electricity - prepaid (< min. service level)		-	-	-	-	-	-	-	-	-
Other energy sources		-	-	-	-	-	-	-	-	-
Below Minimum Service Level sub-total		-	-	-	-	-	-	-	-	-
Total number of households	5	-	-	-	37 544	37 544	37 544	37 544	37 544	37 544
Refuse:										
Removed at least once a week		-	-	-	650	650	650	650	650	650
Minimum Service Level and Above sub-total		-	-	-	650	650	650	650	650	650
Removed less frequently than once a week		-	-	-	2 158	2 158	2 158	2 158	2 158	2 158
Using communal refuse dump		-	-	-	228	228	228	228	228	228
Using own refuse dump		-	-	-	12 064	12 064	12 064	12 064	12 064	12 064
Other rubbish disposal		-	-	-	224	224	224	224	224	224
No rubbish disposal		-	-	-	1 116	1 116	1 116	1 116	1 116	1 116
Below Minimum Service Level sub-total		-	-	-	15 790	15 790	15 790	15 790	15 790	15 790
Total number of households	5	-	-	-	16 440	16 440	16 440	16 440	16 440	16 440
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free minimum level service)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed at least once a week)		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Formal Settlements (R'000)	8	-	-	-	-	-	-	-	-	-
Water (6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (50kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (removed once a week for indigent households)		-	-	-	-	-	-	-	-	-
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		-	-	-	-	-	-	-	-	-
Total cost of FBS provided		-	-	-	3	3	3	3	3	3
Highest level of free service provided per household										
Property rates (R value threshold)		-	-	-	15 000	15 000	15 000	15 000	15 000	15 000
Water (kilolitres per household per month)		-	-	-	6	6	6	6	6	6
Sanitation (kilolitres per household per month)		-	-	-	6	6	6	6	6	6
Sanitation (Rand per household per month)		-	-	-	-	-	-	-	-	-
Electricity (kwh per household per month)		-	-	-	-	-	-	-	-	-
Refuse (average litres per week)		-	-	-	2	2	2	2	2	2
Revenue cost of subsidised services provided (R'000)	9	-	-	-	2	2	2	2	2	2
Property rates (tariff adjustment) (impermissible values per section 17 of MPRSA)										
Property rates exemptions, reductions and rebates and impermissible values in excess of section 17 of MPRSA		-	-	-	807	1 793	1 767	1 500	1 000	1 060
Water (in excess of 6 kilolitres per indigent household per month)		-	-	-	-	-	-	-	-	-
Sanitation (in excess of free sanitation service to indigent households)		-	-	-	-	-	-	-	-	-
Electricity/other energy (in excess of 50 kwh per indigent household per month)		-	-	-	-	-	-	-	-	-
Refuse (in excess of one removal a week for indigent households)		-	-	-	-	-	-	-	-	-
Municipal Housing - rental rebates		-	-	-	-	-	-	-	-	-
Housing - top structure subsidies		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Total revenue cost of subsidised services provided	6	-	-	-	807	1 793	1 767	1 500	1 000	1 060

References:

1. Includes services provided by another entity, e.g. Eskom
2. Stand distance <= 200m from dwelling
3. Stand distance > 200m from dwelling
4. Boerhole, spring, rain-water tank etc.
5. Must agree to total number of households in municipal area (informal settlements receiving services must be included)
6. Include value of subsidy provided by municipality above provincial subsidy level
7. Show number of households receiving at least these levels of services completely free (informal settlements must be included)
8. Must reflect the cost to the municipality of providing the Free Basic Service

[illegible]

KZN227 Richmond - Supporting Table SA2 Matrix Financial Performance Budget (Revenue source/expenditure type and dept.)

K2WZ21 Richmond - Supporting Table S4.2 Matrix Financial Performance Budget (Revenue Source/Expenditure type and usage)																	Total
Description	Ref	Vote 1 - Executive & Council	Vote 2 - Finance & Admin	Vote 3 - Planning & Development	Vote 4 - Community & Social Services	Vote 5 - Community & Social Services	Vote 6 - Public Safety	Vote 7 - Sport & Recreation	Vote 8 - Waste Management	Vote 9 - Roads Transport	Vote 10 - (NAME OF VOTE 10)	Vote 11 - (NAME OF VOTE 11)	Vote 12 - (NAME OF VOTE 12)	Vote 13 - (NAME OF VOTE 13)	Vote 14 - (NAME OF VOTE 14)	Vote 15 - (NAME OF VOTE 15)	
Revenue By Source	1																
Property rates			11 500														11 500
Service charges - penalties & collection charges			450														450
Service charges - electricity revenue																	-
Service charges - water revenue																	-
Service charges - sanitation revenue																	-
Service charges - refuse revenue									500								500
Service charges - other			6		703												-
Rental of facilities and equipment			2 550						25								2 550
Interest earned - external investments			50														75
Interest earned - outstanding debits																	-
Dividends received																	102
Fines						2											631
Licences and permits				21			100										516
Agency services			105	20		288	810										450
Other revenue		2 659	51 087	11 910	1 444		20	7	3 154								70 294
Transfers recognised - operational																	-
Gains on disposal of PPE																	-
Total Revenue (excluding capital transfers and contributions)		2 659	63 746	11 930	2 437	-	930	7	3 669	516	-	-	-	-	-	-	87 946
Expenditure By Type																	
Employee related costs		2 727	11 993	6 230	5 369		5 959	1 814	2 293	3 259							38 654
Remuneration of councillors		4 842															4 842
Debt repayment			950														950
Depreciation & asset impairment		143	266	1 175	1 977		212	6	350	4 770							8 929
Finance charges		50	345		25		20										440
Bulk purchases																	-
Other materials																	-
Contracted services		815	1 738	671	3 816		690		280	95							8 178
Transfers and grants																	-
Other expenditure		2 140	6 888	12 973	2 734		524	515	765	3 653							29 392
Loss on disposal of PPE																	-
Total Expenditure		10 516	22 020	20 450	13 971	-	7 415	2 335	3 699	11 778	-	-	-	-	-	-	92 183
Surplus/(Deficit)		(7 857)	43 728	(8 439)	(11 534)	-	(6 489)	(2 338)	-	(11 253)	-	-	-	-	-	-	(4 237)
Transfers recognised - capital				33 026													33 026
Contributed assets																	-
Surplus/(Deficit) after capital transfers & contributions		(7 857)	43 728	24 527	(11 534)	-	(6 489)	(2 338)	-	(11 253)	-	-	-	-	-	-	28 789

1. Departmental columns to be based on municipal organisation structure

KZN227 Richmond - Supporting Table SA3 Supporting detail to 'Budgeted Financial Position'

[illegible]

KZN27 Richmond - Supporting Table S44 Reconciliation of IDP strategic objectives and budget (revenue)

Strategic Objective	Goal	Goal Code	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework		
				2012/13 Audited Outcome	2013/14 Audited Outcome	2014/15 Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand												
Basic Service Delivery and Infrastructure development	To address services backlogs and future growth as well as maintain and upgrade existing infrastructure by:-	1		27 732	27 599	29 009	38 917	39 365	39 385	45 482	31 730	32 946
	a) Prioritise the use of current capital financial resources b) Identify and facilitate the implementation of required training and skills development c) Prepare and implement demand management plan											
Social and local economic development	To stimulate economic development to create an environment suitable for vigorous economic development thereby enhancing economic and social economic growth by:-	2		1 635	2 000	2 466	2 368	2 776	2 776	2 437	2 583	2 738
	a) Rural development and land reform as well as private land owners b) Review LED strategy based on outcome of analysis of economy c) Develop and implement LED policies and procedures d) Promote LED strategies, inclusive of programmes and projects											
Good Governance and Public Participation	To provide systems and mechanisms for accountability and public participation in municipal development affairs by:-	3		1 744	2 197	2 801	4 545	4 545	4 545	2 659	2 789	2 926
	a) Formulate an integrated development plan within the context of the 5 year cycle b) Formulate organisational performance management framework c) Finalize communication strategy d) Prevention, awareness and education e) To partner with the Department of Social Development											
Municipal Transformation and Institutional development	Provide input into the review of the current Recruitment and retention strategy by:- a) Schedule of critical skills required	4		362	1 209	929	-	3 279	3 279	3 699	3 921	4 156
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by:-	5		32 990	41 784	55 417	61 882	61 882	61 882	69 748	69 663	73 875
	a) Introduce investment incentive schemes b) Incorporate previously non rated areas To promote an efficient and credible strategic and spatial municipal planning by:- a) Develop wall to wall schemes b) Review SDF c) Develop local area plans - Ndabeni, Magqoka, Hopewell d) Develop richmond SEA e) To improve response to disasters	6		1 247	5 141	5 561	730	3 427	3 427	937	993	1 053
Spatial and Environmental (Cross Cutting)												
Allocations to other priorities		2										
Total Revenue (excluding capital transfers and contributions)		1		65 730	79 529	96 182	108 442	115 295	115 295	120 971	111 709	117 694

Footnotes

1. Total revenue must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)

KZN27 Richmond - Supporting Table S4S Reconciliation of IDP strategic objectives and budget (operating expenditure)

Strategic Objective	Goal	Goal Code	Ref	2013/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
				Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R Richmond Basic Service Delivery and Infrastructure development	To address services backlogs and future growth as well as maintain and upgrade existing infrastructure by:- a) Promote the use of current capital financial resources b) Identify and facilitate the implementation of required training and skills development c) Prepare and implement demand management plan	1		11 140	17 478	21 615	30 322	35 338	35 338	32 285	33 175	34 491
Social and local economic development	To stimulate economic development to create an environment suitable for vigorous economic development thereby a) Rural development and land reform as well as private land owners b) Review LED strategy based on outcome of analysis of economy c) Develop and implement LED policies and procedures d) Promote LED strategies inclusive of programmes and projects To provide systems and mechanisms for accountability and public participation in municipal development plans by:- a) Formulate an integrated development plan within the context of the 5 year cycle b) Formulate organisational performance management framework c) Finalise communication strategy d) Prioritise, awareness and education e) To partner with the Department of Social Development Provide input into the review of the current Recruitment and retention strategy by:- a) Schedule of critical skills required	2		12 865	13 828	15 862	18 368	17 436	17 438	15 058	15 962	16 919
Good Governance and Public participation		3		6 414	7 537	8 611	10 340	10 677	10 677	10 516	11 146	11 815
Municipal Transformation and Institutional development		4		4 080	4 528	4 639	6 746	6 475	6 475	7 415	7 659	8 331
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by:- a) Introduce investment incentive schemes b) Incorporate previously non rated areas	5		15 557	14 473	16 307	20 270	21 031	21 031	21 560	23 278	24 675
Spatial and Environmental (Cross Cutting)	To promote an efficient and credible strategic and spatial municipal planning by:- a) Develop well to well schemes b) Review SPF c) Develop local area plans - Mdeleni, Magothi, Hopewell d) Develop richmond SEA e) To improve response to disasters	6		2 214	3 093	2 403	3 549	3 279	3 279	3 899	3 921	4 156
Allocations to other priorities												
Total Expenditure		1		52 051	60 306	69 636	89 507	94 238	94 238	90 532	93 341	100 388

1. Total expenditure must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)

KZN27 Richmond - Supporting Table S46 Reconciliation of IDP strategic objectives and budget (capital expenditure)

Strategic Objective	Goal	Goal Code	Ref	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework				
				Audited Outcome 2012/13	Audited Outcome 2013/14	Audited Outcome 2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
Basic Service Delivery and Infrastructure development	To address services budgets and future growth as well as maintain and upgrade existing infrastructure by:- a) Prioritise the use of current capital financial resources b) Identify and facilitate the implementation of required training and skills development c) Prepare and implement demand management plan	1		21 082	21 140	26 559	22 537	34 278	34 278	19 526	15 463	13 044	
Social and local economic development	To stimulate economic development to create an environment suitable for vigorous economic development thereby a) Rural development and land reform as well as private land owners b) Review LED strategy based on outcome of analysis of economy c) Develop and implement LED policies and procedures d) Promote LED strategies inclusive of programmes and projects	2		-	-	-	1 607	2 980	2 980	11 625	2 367	5 620	
Good Governance and Public participation	To provide systems and mechanisms for accountability and public participation in municipal development affairs by:- a) Formulate an integrated development plan within the context of the 5 year cycle b) Formulate organisational performance management framework c) Finalize communication strategy d) Prevention, awareness and education e) To partner with the Department of Social Development	3		-	-	-	100	1 767	1 767	-	-	-	
Municipal Transformation and Institutional development	Provide input into the review of the current Recruitment and retention strategy by:- a) Schedule of critical skills required	4		-	-	-	300	305	305	-	-	-	
Municipal Financial Viability and Management	To manage municipal resources to ensure financial sustainability and affordability by:- a) Introduce investment incentive schemes b) Incorporate previously non rated areas	5		-	-	-	342	357	357	396	-	-	
Spatial and Environmental (Cross Cutting)	To promote an efficient and credible strategic and spatial municipal planning by:- a) Develop wall to wall schemes b) Review SDF c) Develop local area plans- Mdeleni, Magdala, Hopetown d) Develop richmond SEA e) To improve response to disasters	6		-	-	-	764	7 949	7 949	2 000	-	-	
Total Capital Expenditure				1	21 082	21 140	26 559	23 650	47 646	47 646	33 547	17 830	18 664

1. Total capital expenditure must reconcile to Budgeted Capital Expenditure
2. Goal code must be used on Table S45

KZN227 Richmond - Supporting Table SA7 Measureable performance objectives

Description	Unit of measurement	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework	Budget Year +1 Budget Year +2	
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Vote 1 - vote name										
Function 1 - (name)										
Sub-function 1 - (name)										
Vote 1 - Community Services										
Housing										
Eradication of backlogs										
Reduce informal settlements										
No of houses erected	No of houses built	200	200	200	200	200	200	200	200	200
Vote 2 - Roads										
Eradication of backlogs										
Reduce roads backlogs	kilometer	21,0	21,0	21,0	21,0	21,0	21,0	21,0	21,0	21,0
Roads maintained										
Surfaced roads resurfaced/rehabilitated	kilometer	5,0	5,0	5,0	5,0	5,0	5,0	5,0	5,0	5,0
Reduce roads backlogs										
Roads for growth										
Roads										
New roads to be constructed	kilometer	24	24	24	24	24	24	24	24	24
Reduce roads backlogs										
Stormwater for growth										
Stormwater to stimulate growth	kilometer	5	5	5	5	5	5	5	5	5
Vote 3 - Solid Waste										
Removal										
House refuse removal backlogs	No of houses with access to	1500	1500	1500	1500	1500	1500	1500	1500	1500
Insert measures description										
And so on for the rest of the Votes										

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))

2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities

3. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

KZN227 Richmond - Entities measureable performance objectives

Description	Unit of measurement	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Entity 1 - (name of entity)										
Insert measures description										
Entity 2 - (name of entity)										
Reduce informal settlements										
Entity 3 - (name of entity)										
Reduce informal settlements										
so on for the rest of the Entities										

1. Include a measurable performance objective as agreed with the parent municipality (MFMA s27(5)(d))

2. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

KZN222 Richmond - Supporting Table SA6 Performance Indicators and benchmarks

Description of financial indicator	Basis of calculation	2012/13	2013/14	2014/15	Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Borrowing Management											
Credit Rating		n/a	n/a	n/a	n/a	n/a	n/a	n/a	0.6%	0.6%	0.6%
Capital Charges to Operating Expenditure	Interest & Principal Paid/Operating Expenditure	0.9%	1.3%	-0.2%	0.2%	0.2%	0.2%	0.2%	0.6%	0.6%	0.6%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	3.8%	4.2%	-0.6%	0.9%	0.9%	0.9%	0.9%	3.2%	3.4%	3.3%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	-3.6%	0.0%	-5.6%	0.0%	0.0%	0.0%	0.0%	46.4%	0.0%	0.0%
Safety of Capital											
Gearing	Long Term Borrowing/ Funds & Reserves	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Liquidity											
Current Ratio	Current assets/current liabilities	1.7	2.0	2.8	30.5	30.5	30.5	30.5	21.9	23.0	24.1
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1.7	2.0	2.8	30.5	30.5	30.5	30.5	21.9	23.0	24.1
Liquidity Ratio	Monetary Assets/Current Liabilities	1.5	1.8	2.5	28.4	28.4	28.4	28.4	19.3	20.2	21.1
Revenue Management											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		90.4%	94.7%	80.4%	90.0%	83.1%	83.1%	83.1%	107.2%	107.2%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		90.2%	76.7%	80.4%	90.0%	83.1%	83.1%	83.1%	90.8%	90.7%	90.7%
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	12.8%	9.8%	9.7%	3.4%	3.2%	3.2%	3.2%	7.0%	6.7%	6.5%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%	80.0%
Creditors Management											
Creditors System Efficiency	% of Creditors Paid Within Terms (within MFMAs s 65(e))	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Creditors to Cash and Investments		64.3%	55.5%	36.8%	3.6%	2.6%	2.6%	2.6%	3.6%	2.7%	2.0%
Other Indicators											
Electricity Distribution Losses (2)	Total Volume Losses (kW) Total Cost of Losses (Rand '000) % Volume (units purchased and generated less units sold)/units purchased and generated	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Water Distribution Losses (2)	Total Volume Losses (kℓ) Total Cost of Losses (Rand '000) % Volume (units purchased and generated less units sold)/units purchased and generated	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
Employee costs	Employee costs/(Total Revenue - capital revenue)	54.0%	41.6%	42.1%	42.0%	38.4%	38.4%	38.4%	45.1%	45.2%	45.5%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	57.7%	48.8%	48.3%	47.1%	43.0%	43.0%	43.0%	50.4%	50.4%	51.1%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	6.3%	4.4%	3.9%	3.5%	5.2%	5.2%	5.2%	6.6%	6.6%	6.7%
Finance charges & Depreciation	FCAD/(Total Revenue - capital revenue)	10.2%	12.0%	11.3%	9.1%	9.2%	9.2%	9.2%	10.7%	10.7%	10.8%
IDP regulation financial viability indicators											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year	6.2	6.7	8.6	7.5	7.5	7.5	8.5	9.1	8.5	9.0
ii. O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	53.1%	36.3%	36.8%	22.1%	19.4%	19.4%	19.4%	46.8%	45.2%	43.9%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	12.6	12.6	11.5	8.0	10.7	10.7	10.7	8.4	10.1	11.8

References

1. Consumer debtors > 12 months old are excluded from current assets
2. Only include if services provided by the municipality

Detail on the provision of municipal services for A10

Total municipal services		2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework			
	Ref.	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
8 10 9 10	Household service targets (000)										
	Water:										
					4 681	4 681	4 681	4 681	4 681	4 681	
					6 749	6 749	6 749	6 749	6 749	6 749	
					6 713	6 713	6 713	6 713	6 713	6 713	
					502	502	502	502	502	502	
					18 645	18 645	18 645	18 645	18 645	18 645	
					59	59	59	59	59	59	
					165	165	165	165	165	165	
					224	224	224	224	224	224	
					18 869	18 869	18 869	18 869	18 869	18 869	
	Sanitation/sewerage:										
					2 775	2 775	2 775	2 775	2 775	2 775	
					1 685	1 685	1 685	1 685	1 685	1 685	
					4 036	4 036	4 036	4 036	4 036	4 036	
					6 793	6 793	6 793	6 793	6 793	6 793	
					15 289	15 289	15 289	15 289	15 289	15 289	
					730	730	730	730	730	730	
					730	730	730	730	730	730	
					16 019	16 019	16 019	16 019	16 019	16 019	
	Electricity:										
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
				37 544	37 544	37 544	37 544	37 544	37 544		
				37 544	37 544	37 544	37 544	37 544	37 544		
				37 544	37 544	37 544	37 544	37 544	37 544		
Refuse:											
				650	650	650	650	650	650		
				650	650	650	650	650	650		
				2 158	2 158	2 158	2 158	2 158	2 158		
				228	228	228	228	228	228		
				12 064	12 064	12 064	12 064	12 064	12 064		
				224	224	224	224	224	224		
				1 116	1 116	1 116	1 116	1 116	1 116		
				15 790	15 790	15 790	15 790	15 790	15 790		
				16 440	16 440	16 440	16 440	16 440	16 440		
Municipal in-house services											
	Ref.	Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
8 10 9 10	Household service targets (000)										
	Water:										
					4 681	4 681	4 681	4 681	4 681	4 681	
					6 749	6 749	6 749	6 749	6 749	6 749	
					6 713	6 713	6 713	6 713	6 713	6 713	
					502	502	502	502	502	502	
					18 645	18 645	18 645	18 645	18 645	18 645	
					59	59	59	59	59	59	
					165	165	165	165	165	165	
					224	224	224	224	224	224	
					18 869	18 869	18 869	18 869	18 869	18 869	
	Sanitation/sewerage:										
					2 775	2 775	2 775	2 775	2 775	2 775	
					1 685	1 685	1 685	1 685	1 685	1 685	
					4 036	4 036	4 036	4 036	4 036	4 036	
					6 793	6 793	6 793	6 793	6 793	6 793	
					15 289	15 289	15 289	15 289	15 289	15 289	
					730	730	730	730	730	730	
					730	730	730	730	730	730	
					16 019	16 019	16 019	16 019	16 019	16 019	
	Electricity:										
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
					37 544	37 544	37 544	37 544	37 544	37 544	
				37 544	37 544	37 544	37 544	37 544	37 544		
				37 544	37 544	37 544	37 544	37 544	37 544		
				37 544	37 544	37 544	37 544	37 544	37 544		
				37 544	37 544	37 544	37 544	37 544	37 544		
Refuse:											
				650	650	650	650	650	650		
				650	650	650	650	650	650		
				2 158	2 158	2 158	2 158	2 158	2 158		
				228	228	228	228	228	228		
				12 064	12 064	12 064	12 064	12 064	12 064		
				224	224	224	224	224	224		
				1 116	1 116	1 116	1 116	1 116	1 116		
				15 790	15 790	15 790	15 790	15 790	15 790		
				16 440	16 440	16 440	16 440	16 440	16 440		

1. Monthly household income threshold. Should include all sources of income.
2. Show the poverty measure the municipality uses to determine its eligibility policy and the provision of services.
3. Identify all categories of households that are excluded by the municipality.
4. Number of households excluded from applying for social assistance is determined by the municipality.
5. Income tax is assessed on a sliding scale according to the number of children under 18 years of age in the household. Income tax is assessed as a basis for budget calculations.
6. Income tax is assessed as a basis for budget calculations for each revenue group.
7. Social distance = 500m from dwelling.

[illegible]

KZN227 Richmond Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	2012/13	2013/14	2014/15	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework		
			Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
Funding measures													
Cash/cash equivalents at the year end - R'000	18(1)b	1	43 415	45 674	47 063	41 999	57 900	57 900	57 900	45 602	58 217	71 753	
Cash + Investments at the Y end less applications - R'000	18(1)b	2	21 859	24 692	34 553	43 715	43 189	43 189	43 189	49 326	49 494	49 724	
Cash year end/monthly employee/supplier payments	18(1)b	3	12,6	12,6	11,5	8,0	10,7	10,7	10,7	8,4	10,1	11,8	
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	14 127	23 011	26 683	16 106	22 855	22 855	22 855	28 792	15 045	15 905	
Service charge rev % change - macro CPIX target exclusive	18(1)a(2)	5	N.A.	4,8%	3,0%	(12,7%)	2,3%	(6,0%)	(6,0%)	(0,0%)	(0,5%)	(0,2%)	
Cash receipts % of Receipts & Other revenue	18(1)a(2)	6	112,5%	76,2%	90,5%	87,0%	69,5%	69,5%	69,5%	91,9%	91,8%	91,8%	
Debt Impairment expense as a % of Total billable revenue	18(1)a(2)	7	43,4%	11,9%	16,9%	10,0%	13,9%	13,9%	13,9%	7,6%	7,7%	7,7%	
Capital Payments % of capital expenditure	18(1)c:19	8	100,6%	114,0%	100,0%	100,0%	54,3%	54,3%	54,3%	95,0%	95,0%	95,0%	
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	(3,6%)	0,0%	(5,6%)	0,0%	0,0%	0,0%	0,0%	46,4%	0,0%	0,0%	
Grants % of Govt. legislated/gazetted allocations	18(1)a	10	N.A.	1,5%	10,3%	(52,5%)	0,0%	0,0%	0,0%	104,8%	1,7%	2,7%	
Current consumer debtors % change - Inc/(dec)	18(1)a	11	N.A.	(100,0%)	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	
Long term receivables % change - Inc/(dec)	20(1)(v)	12	2,7%	2,1%	1,8%	2,5%	3,9%	3,9%	4,6%	3,7%	3,5%	3,4%	
R&M % of Property Plant & Equipment	20(1)(v)	13	2,7%	2,1%	1,8%	40,2%	15,4%	15,4%	0,0%	42,2%	0,0%	0,0%	
Asset renewal % of capital budget	20(1)(v)	14	0,0%	0,0%	0,0%								

References

1. Positive cash balances indicative of minimum compliance - subject to 2
2. Deduct cash and investment applications (defined) from cash balances
3. Indicative of sufficient liquidity to meet average monthly operating payments
4. Indicative of funded operational requirements
5. Indicative of adherence to macro-economic targets (prior to 2013/04 revenue not available for high capacity municipalities and later for other capacity classifications)
 viable average cash collection forecasts as % of annual billed revenue
 realistic average increase in debt impairment (doubtful debt) provision
8. Indicative of planned capital expenditure level & cash payment timing
9. Indicative of compliance with borrowing only for the capital budget - should not exceed 100% unless refinancing
10. Substantiation of national/province allocations included in budget
11. Indicative of realistic current annual debtor collection targets (prior to 2013/04 revenue not available for high capacity municipalities and later for other capacity classifications)
12. Indicative of realistic long term annual debtor collection targets (prior to 2013/04 revenue not available for high capacity municipalities and later for other capacity classifications)
13. Indicative of a credible allowance for repairs & maintenance of assets - functioning assets revenue protection
14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan) - functioning assets revenue protection

KZN227 Richmond - Supporting Table SA11 Property rates summary

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Valuation:										
Date of valuation:	1	2011-07-01 2012/2013	2011-07-01 2013/2014	2011-07-01 2014/2015	2011-07-01 2015/2016					
Financial year valuation used	2	Yes	Yes	Yes	Yes					
Municipal by-laws s6 in place? (Y/N)	3	No	No	No	No	No	No	No	No	No
Municipal/assistant valuer appointed? (Y/N)	3	-	-	-	-	-	-	-	-	-
Municipal partnership s38 used? (Y/N)	3	-	-	-	-	-	-	-	-	-
No. of assistant valuers (FTE)	3	-	-	-	-	-	-	-	-	-
No. of data collectors (FTE)	3	-	-	-	-	-	-	-	-	-
No. of internal valuers (FTE)	3	1	1	1	1	1	1	1	1	1
No. of external valuers (FTE)	4	-	-	-	-	-	-	-	-	-
No. of additional valuers (FTE)		Yes	Yes	Yes	Yes			Yes		
Valuation appeal board established? (Y/N)		12	48	36	36	2 700	2 700	12	2 700	2 700
Implementation time of new valuation roll (mths)		2 700	2 700	2 700	2 700	21	21	21	21	21
No. of properties	5	21	21	21	21	21	21	21	21	21
No. of sectional title values		-	-	-	-	-	-	-	-	-
No. of unreasonably difficult properties s7(2)		1	1	1	1	1	1	1	1	1
No. of supplementary valuations		-	-	-	-	-	-	-	-	-
No. of valuation roll amendments		-	-	-	-	-	-	-	-	-
No. of objections by rate payers		-	-	-	-	-	-	-	-	-
No. of appeals by rate payers		-	-	1	1	1	1	1	1	1
No. of successful objections	8	-	-	-	-	-	-	-	-	-
No. of successful objections > 10%	8	-	-	-	-	-	-	-	-	-
Supplementary valuation		-	-	-	-	-	-	-	-	-
Public service infrastructure value (Rm)		-	-	-	-	-	-	-	-	-
Municipality owned property value (Rm)	5	-	-	-	-	-	-	-	-	-
Valuation reductions:										
Valuation reductions-public infrastructure (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-nature reserves/park (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-mineral rights (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-R15,000 threshold (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-public worship (Rm)		-	-	-	-	-	-	-	-	-
Valuation reductions-other (Rm)		-	-	-	-	-	-	-	-	-
Total valuation reductions:		-	-	-	-	-	-	-	-	-
Total value used for rating (Rm)	5	-	-	-	-	-	-	-	-	-
Total land value (Rm)	5	-	-	-	-	-	-	-	-	-
Total value of improvements (Rm)	5	-	-	-	-	-	-	-	-	-
Total market value (Rm)	5	-	-	-	-	-	-	-	-	-
Rating:										
Residential rate used to determine rate for other categories? (Y/N)		Yes	Yes	Yes	Yes					
Differential rates used? (Y/N)	5	Yes	Yes	Yes	Yes	NO	NO	NO	NO	NO
Limit on annual rate increase (s20)? (Y/N)		NO	NO	NO	NO	NO	NO	NO	NO	NO
Special rating area used? (Y/N)		NO	NO	NO	NO	NO	NO	NO	NO	NO
Phasing-in properties s21 (number)		NO	NO	NO	NO					
Rates policy accompanying budget? (Y/N)		Yes	Yes	Yes	Yes			Yes		
Fixed amount minimum value (R1000)		15	15	15	15			0		
Non-residential prescribed ratio s19? (%)		Yes	Yes	Yes	Yes			Yes		
Rate revenue:										
Rate revenue budget (R 000)	6	8 518	9 438	10 168	10 100	10 600	10 600	10 600	11 500	12 190
Rate revenue expected to collect (R000)	6	8 518	9 438	10 168	9 090	9 540	9 540	9 540	10 380	10 971
Expected cash collection rate (%)	7	80,0%	80,0%	80,0%	90,0%	90,0%	90,0%	90,0%	90,0%	90,0%
Special rating areas (R000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - indigent (R000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - pensioners (R000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - Bona fide farm. (R000)		-	-	-	-	-	-	-	-	-
Rebates, exemptions - other (R000)		-	-	-	-	-	-	-	-	-
Phase-in reductions/discounts (R000)		-	-	-	-	-	-	-	-	-
Total rebates,exempts,reducts,discs (R000)		-	-	-	-	-	-	-	-	-

References

1. All numbers to be expressed as whole numbers except FTEs and Rates in the Rand
2. To give effect to rates policy
3. Full Time Equivalent (FTE) should be expressed to one decimal place and takes into account full time and part time staff
4. Required to implement new system (FTE)
5. Provide relevant information for historical comparisons. Must reconcile to the total of Table SA12
6. Current and budget year must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)
7. Included in rate revenue budget
8. In favour of the rate-payer

KZN227 Richmond - Supporting Table SA12a Property rates by category (current year)

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
Current Year 2015/16																	
Valuation:																	
No. of properties		1 761		143	845	96	92				41					306	
No. of sectional title property values		13		8													
No. of unreasonably difficult properties s7(2)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of supplementary valuations		15		3	3						1					1	
Supplementary valuation (Rm)		5 741 000		5 409 000	2 861 000												
No. of valuation roll amendments		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of objections by rate-payers		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of appeals by rate-payers finalised		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
No. of successful objections > 10%	5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Estimated no. of properties not valued		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Years since last valuation (select)		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Frequency of valuation (select)		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
Phasing-in properties s21 (number)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Combination of rating types used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Flat rate used? (Y/N)																	
Is balance rated by uniform rate/variable rate?																	
Valuation reductions:																	
Valuation reductions-public infrastructure (Rm)					4											6	
Valuation reductions-nature reserves/park (Rm)																	
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																6	
Valuation reductions-public worship (Rm)				1													
Valuation reductions-other (Rm)	2										48						
Total valuation reductions:																	
Total value used for rating (Rm)	6	358		136	10 958	318	63				48					137	
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
Rating:																	
Average rate	3																
Rate revenue budget (R'000)																	
Rate revenue expected to collect (R'000)		2 161		1 980	1 985	2 470	417				99					1 953	
Expected cash collection rate (%)	4																
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)		9															
Rebates, exemptions - pensioners (R'000)		3															
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)																	
Phase-in reductions/discounts (R'000)																	
Total rebates, exemptns, reductns, discs (R'000)																	

References

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

KZN227 Richmond - Supporting Table SA12b Property rates by category (budget year)

Description	Ref	Resi.	Indust.	Bus. & Comm.	Farm props.	State-owned	Muni props.	Public service infra.	Private owned towns	Formal & Informal Settle.	Comm. Land	State trust land	Section 8(2)(n) (note 1)	Protect. Areas	National Monum/ts	Public benefit organs.	Mining Props.
Budget Year 2016/17																	
Valuation:																	
No. of properties		1 667		138	851	85	92				41					164	
No. of sectional title property values		13		8													
No. of unreasonably difficult properties s7(2)		-															
No. of supplementary valuations		1															
Supplementary valuation (Rm)																	
No. of valuation roll amendments																	
No. of objections by rate-payers		-															
No. of appeals by rate-payers		-															
No. of appeals by rate-payers finalised		-															
No. of successful objections	5	-															
No. of successful objections > 10%	5	-															
Estimated no. of properties not valued		-															
Years since last valuation (select)		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Frequency of valuation (select)		4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market	Market
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.
Phasing-in properties s21 (number)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Combination of rating types used? (Y/N)		No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
Flat rate used? (Y/N)																	
Is balance rated by uniform rate/variable rate?																	
Valuation reductions:																	
Valuation reductions-public infrastructure (Rm)																	
Valuation reductions-nature reserves/park (Rm)					4												
Valuation reductions-mineral rights (Rm)																	
Valuation reductions-R15,000 threshold (Rm)																	
Valuation reductions-public worship (Rm)																	
Valuation reductions-other (Rm)	2																
Total valuation reductions:																	
Total value used for rating (Rm)	6																
Total land value (Rm)	6																
Total value of improvements (Rm)	6																
Total market value (Rm)	6																
Rating:																	
Average rate	3																
Rate revenue budget (R '000)		1 991		1 796	1 786	3 299	235				62					31	
Rate revenue expected to collect (R'000)	4																
Expected cash collection rate (%)																	
Special rating areas (R'000)																	
Rebates, exemptions - indigent (R'000)																	
Rebates, exemptions - pensioners (R'000)																	
Rebates, exemptions - bona fide farm. (R'000)																	
Rebates, exemptions - other (R'000)							235				62						
Phase-in reductions/discounts (R'000)																	
Total rebates, exemptns, reductns, discs (R'000)																	

References

1. Land & Assistance Act, Restitution of Land Rights, Communal Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

Volumetric charge - Block 4 (c/kl)		(fill in structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other	2		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Electricity tariffs									
Domestic									
Basic charge/ fixed fee (Rands/month)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Service point - vacant land (Rands/month)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
FBE		(how is this targeted?)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Life-line tariff - meter		(describe structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Life-line tariff - prepaid		(describe structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Flat rate tariff - meter (c/kwh)			N/A	N/A	N/A	N/A	N/A	N/A	N/A
Flat rate tariff - prepaid(c/kwh)			N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meter - IBT Block 1 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meter - IBT Block 2 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meter - IBT Block 3 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meter - IBT Block 4 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meter - IBT Block 5 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prepaid - IBT Block 1 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prepaid - IBT Block 2 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prepaid - IBT Block 3 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prepaid - IBT Block 4 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Prepaid - IBT Block 5 (c/kwh)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Other	2		N/A	N/A	N/A	N/A	N/A	N/A	N/A
Waste management tariffs									
Domestic									
Street cleaning charge		Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Basic charge/ fixed fee		once a week collection	30	40	40	40	40	42	45
80l bin - once a week		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
250l bin - once a week		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

References

1. If properties are not rated or zero rated this must be indicated as such
2. Please provide detailed descriptions on Sheet SA13b

KZN227 Richmond - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2012/13	2013/14	2014/15	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework			
							Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
Property rates (rate in the Rand)										
Residential properties	1	Market value less R50000 X	0.0059207	0.0062759	0.0065897	0.0068533	0.0072645	0,0077	0,0082	
Residential properties - vacant land		Market value less R15000 x	0.0059207	0.0062759	0.0065897	0.0205599	0,0218	0,0077	0,0082	
Formal/informal settlements										
Small holdings		Market value less R15000 x	0.0015070	0.0015974	0.0016932	0.0017610	0,0019	0,0020	0,0021	
Farm properties - used		Market value less R15000 x	0.0015070	0.0015974	0.0016932	0.0017610	0,0019	0,0020	0,0021	
Farm properties - not used		Market value less R15000 x	0.0015070	0.0015974	0.0016932	0.0017610	0,0019	0,0020	0,0021	
Industrial properties		Market value less R50000 X	0.0118404	0.0125508	0.0133038	0.0138360	0,0147	0,0016	0,0016	
Business and commercial properties		Market value less R50000 X	0.0118404	0.0125508	0.0133038	0.0138360	0,0147	0,0016	0,0016	
Communal land - residential		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Communal land - small holdings		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Communal land - farm property		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Communal land - business and commercial		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Communal land - other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
State-owned properties		Market value less R50000 X	0.0118404	0.0125508	0.0133038	0.0138360	0,0019	0,0020	0,0021	
Municipal properties		Market value less R50000 X	0.0034382	0.0036445	0.0038631	0.0040177	0,0019	0,0020	0,0021	
Public service infrastructure		Market value less 30% x tariff	0.0015070	0.0015974	0.0016932	0.0017610	0,0019	0,0020	0,0021	
Privately owned towns serviced by the owner										
State trust land		Market value less R50000 X	0.0118404	0.0125508	0.0133038	0.0138360	0,0019	0,0020	0,0021	
Restitution and redistribution properties		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Protected areas		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
National monuments properties		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Exemptions, reductions and rebates (Rands)										
Residential properties										
R15 000 threshold rebate	2		15 000	15 000	15 000	15 000	15 000	15 000	15 000	
General residential rebate			35 000	35 000	35 000	35 000	35 000	35 000	35 000	
Indigent rebate or exemption		as per indigent policy	as per indigent	as per indigent	as per indigent	as per indigent	as per indigent	as per indigent	as per indigent	
Pensioners/social grants rebate or exemption		sliding scale as per rates policy	sliding scale as	sliding scale as	sliding scale as	sliding scale as	sliding scale as	sliding scale as	sliding scale as	
Temporary relief rebate or exemption		on application as per rates	on application	on application	on application	on application	on application	on application	on application	
Bona fide farmers rebate or exemption		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Other rebates or exemptions										
Water tariffs										
Domestic										
Basic charge/ fixed fee (Rands/month)	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Service point - vacant land (Rands/month)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - flat rate tariff (c/kl)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - life line tariff		(describe structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - Block 1 (c/kl)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - Block 2 (c/kl)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - Block 3 (c/kl)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Water usage - Block 4 (c/kl)		(fill in thresholds)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Other										
Waste water tariffs										
Domestic										
Basic charge/ fixed fee (Rands/month)	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Service point - vacant land (Rands/month)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Waste water - flat rate tariff (c/kl)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Volumetric charge - Block 1 (c/kl)		(fill in structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Volumetric charge - Block 2 (c/kl)		(fill in structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Volumetric charge - Block 3 (c/kl)		(fill in structure)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

KZN227 Richmond - Supporting Table SA13b Service Tariffs by category - explanatory

[illegible]

KZN227 Richmond - Supporting Table SA14 Household bills

Description		Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework			
Ref		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17 % incr.	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Randient											
Monthly Account for Household - Middle Income Range		1									
Rates and services charges:											
Property rates		384,85	407,93	428,33	445,46	445,46	445,46	6,0%	472,19	500,52	530,55
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		-	-	-	-	-	-	-	-	-	-
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	37,87	37,87	37,87	6,0%	40,15	42,56	45,11
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
sub-total		416,65	441,64	462,04	483,34	483,34	483,34	6,0%	512,34	543,08	575,66
VAT on Services		4,45	4,72	4,72	5,30	5,30	5,30		5,62	5,96	6,32
Total large household bill:		421,10	446,36	466,76	488,64	488,64	488,64	6,0%	517,96	549,04	581,98
% increase/-decrease			6,0%	4,6%	4,7%	-	-		6,0%	6,0%	6,0%
Monthly Account for Household - Affordable Range		2									
Rates and services charges:											
Property rates		266,43	282,42	296,54	293,72	308,40	305,47	6,0%	323,79	343,22	363,81
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		-	-	-	-	-	-	-	-	-	-
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	35,73	35,73	37,88	6,0%	40,15	42,56	45,11
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
sub-total		298,23	316,13	330,25	329,45	344,13	343,34	10,5%	363,94	385,78	408,93
VAT on Services		288,23	316,13	330,25	329,45	344,13	343,34	10,5%	363,94	385,78	408,93
Total small household bill:		298,23	316,13	330,25	329,45	344,13	343,34	10,5%	363,94	385,78	408,93
% increase/-decrease			6,0%	4,5%	(0,2%)	4,5%	(0,2%)		6,0%	6,0%	6,0%
Monthly Account for Household - Indigent Household receiving free basic services		3									
Rates and services charges:											
Property rates		148,02	156,90	329,49	163,18	342,67	169,70	6,0%	179,89	190,68	202,12
Electricity: Basic levy		-	-	-	-	-	-	-	-	-	-
Electricity: Consumption		25,00	25,00	40,83	26,00	42,46	27,04	10,0%	31,37	34,50	37,95
Water: Basic levy		-	-	-	-	-	-	-	-	-	-
Water: Consumption		-	-	-	-	-	-	-	-	-	-
Sanitation		-	-	-	-	-	-	-	-	-	-
Refuse removal		31,80	33,71	33,71	35,06	35,06	36,46	6,0%	38,65	40,97	43,43
Other		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
sub-total		204,82	215,61	404,03	224,23	420,19	233,20	11,4%	249,90	266,15	283,50
VAT on Services		204,82	215,61	404,03	224,23	420,19	233,20	11,4%	249,90	266,15	283,50
Total household bill:		204,82	215,61	404,03	224,23	420,19	233,20	11,4%	249,90	266,15	283,50
% increase/-decrease			5,3%	87,4%	(44,5%)	87,4%	(44,5%)		7,2%	6,5%	6,5%

References

1. Use as basis property value of R700 000, 1 000 kWh electricity and 30kl water
2. Use as basis property value of R500 000 and R700 000, 500 kWh electricity and 25kl water
3. Use as basis property value of R 300 000, 350kWh electricity and 20kl water (50 kWh electricity and 6 kl water free)

KZN227 Richmond - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
Parent municipality										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank		42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Municipal Bonds										
Municipality sub-total	1	42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500
Entities										
Securities - National Government										
Listed Corporate Bonds										
Deposits - Bank										
Deposits - Public Investment Commissioners										
Deposits - Corporation for Public Deposits										
Bankers Acceptance Certificates										
Negotiable Certificates of Deposit - Banks										
Guaranteed Endowment Policies (sinking)										
Repurchase Agreements - Banks										
Entities sub-total		-	-	-	-	-	-	-	-	-
Consolidated total:		42 576	43 819	45 797	42 000	42 000	42 000	44 500	44 500	44 500

References

1. Total Investments must reconcile to Budgeted Financial Position (current call investment deposits plus 'non-current' investments)

KZN227 Richmond - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/No)	Variable or Fixed interest rate	Interest Rate 3.	Commission Paid (Rands)	Commission Recipient	Expiry date of Investment
		Yes/Months							
<u>Parent municipality</u>	1								
Name of institution & investment ID									
Call Account		32 ayd / 3month call	32 ayd / 3month call	No	Yes	7%-8%	No	n/a	30 June 2016
Municipality sub-total									
<u>Entities</u>									
Entities sub-total									
TOTAL INVESTMENTS AND INTEREST	1								

References

1. Total investments must reconcile to all items in Table SA15 for the Current Year (30 June)
2. List investments in expiry date order

KZN227 Richmond - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2012/13	2013/14	2014/15	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
Parent municipality										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Municipality sub-total	1	410	317	398	-	-	-	-	440	440
Entities										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Borrowing	1	410	317	398	-	-	-	-	440	440

Unspent Borrowing - Categorised by type										
Parent municipality										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Municipality sub-total	1	-	-	-	-	-	-	-	-	-
Entities										
Long-Term Loans (annuity/reducing balance)										
Long-Term Loans (non-annuity)										
Local registered stock										
Instalment Credit										
Financial Leases										
PPP liabilities										
Finance Granted By Cap Equipment Supplier										
Marketable Bonds										
Non-Marketable Bonds										
Bankers Acceptances										
Financial derivatives										
Other Securities										
Entities sub-total	1	-	-	-	-	-	-	-	-	-
Total Unspent Borrowing	1	-	-	-	-	-	-	-	-	-

KZN227 Richmond - Supporting Table SA18 Transfers and grant receipts

Description	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework		
		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand		Audited Outcome	Audited Outcome	Audited Outcome						
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:										
Local Government Equitable Share		-	-	-	68 579	68 414	68 414	69 360	75 459	79 570
Finance Management					54 162	54 162	54 162	55 625	60 619	64 690
Municipal Systems Improvement					1 800	1 800	1 800	1 825	1 900	1 900
EPWP Incentive					670	656	656	-	-	-
Integrated National Electrification Programme					1 046	1 046	1 046	1 277	12 000	12 000
					10 000	10 000	10 000	9 000		
MG - PMU					901	750	750	1 633	940	980
Provincial Government:										
Housing					1 027	2 473	2 473	894	932	979
Sport and Recreation					150	150	150	-	-	-
Provincialisation of Libraries					707	707	707	715	744	782
Community Library Services Grant					170	170	170	179	188	197
Scholarship					-	90	90	-	-	-
District Municipality:										
[insert description]										
Other grant providers:										
[insert description]										
Total Operating Transfers and Grants	5	-	-	-	69 606	70 887	70 887	70 254	76 391	80 549
Capital Transfers and Grants										
National Government:										
Municipal Infrastructure Grant (MIG)		27 058	26 486	31 243	17 376	17 541	17 541	31 026	17 850	18 664
		27 058	26 486	31 243	17 116	17 267	17 267	31 026	17 850	18 664
MSIG					280	274	274			
Provincial Government:										
Small Town					-	5 000	5 000	2 000	-	-
						5 000	5 000			
District Municipality:										
[insert description]										
Other grant providers:										
[insert description]										
Total Capital Transfers and Grants	5	27 058	26 486	31 243	17 376	22 541	22 541	33 026	17 850	18 664
TOTAL RECEIPTS OF TRANSFERS & GRANTS		27 058	26 486	31 243	86 982	93 428	93 428	103 280	94 241	99 213

References

1. Each transfer/grant is listed by name as gazetted together with the name of the transferring department or municipality, donor or other organisation
2. Amounts actually RECEIVED: not revenue recognised (objective is to confirm grants transferred)
3. Replacement of RSC/levies
4. Housing subsidies for housing where ownership transferred to organisations or persons outside the control of the municipality
5. Total transfers and grants must reconcile to Budgeted Cash Flows
6. Motor vehicle licensing refunds to be included under 'agency' services (Not Grant Receipts)

KZN227 Richmond - Supporting Table SA19 Expenditure on transfers and grant programme

KZN221 Richmond - Supporting Table 2A1's Expenditure on transfers and grants by programme										
Description	Ref	Current Year 2015/16			2016/17 Medium Term Revenue & Expenditure Framework					
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
EXPENDITURE:	1									
Operating expenditure of Transfers and Grants										
National Government:		-	-	-	68 579	68 414	68 414	69 360	75 459	79 570
Local Government Equitable Share					54 162	54 162	54 162	55 625	60 619	64 690
Finance Management					1 800	1 800	1 800	1 825	1 900	1 900
Municipal Systems Improvement					670	656	656	-	-	-
EPWP Incentive					1 046	1 046	1 046	1 277	-	-
Integrated National Electrification Programme					10 000	10 000	10 000	9 000	12 000	12 000
MG - PMU					-	-	-	-	-	-
Provincial Government:					901	750	750	1 633	940	980
Housing		-	-	-	1 027	2 473	2 473	894	932	979
Sport and Recreation					-	1 356	1 356	-	-	-
					150	150	150	-	-	-
					-	-	-	-	-	-
Provincialisation of Libraries					-	-	-	-	-	-
Community Library Services Grant					707	707	707	715	744	782
Scholar patrol					170	170	170	179	188	197
					-	90	90	-	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total operating expenditure of Transfers and Grants:		-	-	-	69 606	70 887	70 887	70 254	76 391	80 549
Capital expenditure of Transfers and Grants										
National Government:		-	-	-	17 376	17 541	17 541	31 026	17 850	18 664
Municipal Infrastructure Grant (MIG)					17 116	17 267	17 267	31 026	17 850	18 664
MSG					260	274	274	-	-	-
Provincial Government:		-	-	-	-	5 000	5 000	2 000	-	-
Small Town					-	5 000	5 000	2 000	-	-
District Municipality:		-	-	-	-	-	-	-	-	-
[insert description]										
Other grant providers:		-	-	-	-	-	-	-	-	-
[insert description]										
Total capital expenditure of Transfers and Grants		-	-	-	17 376	22 541	22 541	33 026	17 850	18 664
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		-	-	-	86 982	93 428	93 428	103 280	94 241	99 213

References

1. Expenditure must be separately listed for each transfer or grant received or recognised

KZN227 Richmond - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

KZN227 Richmond - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent values										
Description	Ref	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework			
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand										
Operating transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		-		7 369	4 584					
Current year receipts			(7 369)	63 271	68 579	68 414	68 414	69 360	75 459	79 570
Conditions met - transferred to revenue		-		66 056	73 163	68 414	68 414	69 360	75 459	79 570
Conditions still to be met - transferred to liabilities				4 594						
Provincial Government:										
Balance unspent at beginning of the year				9 995	2 833					
Current year receipts			(9 995)	150	1 027	2 473	2 473	894	932	979
Conditions met - transferred to revenue		-		7 313	3 860	2 473	2 473	894	932	979
Conditions still to be met - transferred to liabilities				2 833						
District Municipality:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
Other grant providers:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
Total operating transfers and grants revenue		-	(17 364)	73 369	77 023	70 887	70 887	70 254	76 391	80 549
Total operating transfers and grants - CTBM	2	-	17 364	7 417	-	-	-	-	-	-
Capital transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year					17 376					
Current year receipts					17 376	17 541	17 541	31 026	17 850	18 664
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
Provincial Government:										
Balance unspent at beginning of the year					-	5 000	5 000	2 000	-	-
Current year receipts						5 000	5 000			
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
District Municipality:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
Other grant providers:										
Balance unspent at beginning of the year										
Current year receipts										
Conditions met - transferred to revenue		-								
Conditions still to be met - transferred to liabilities										
Total capital transfers and grants revenue		-			17 376	22 541	22 541	33 026	17 850	18 664
Total capital transfers and grants - CTBM	2	-			-	-	-	-	-	-
TOTAL TRANSFERS AND GRANTS REVENUE		-	(17 364)	73 369	94 399	93 428	93 428	103 280	94 241	99 213
TOTAL TRANSFERS AND GRANTS - CTBM		-	17 364	7 417	-	-	-	-	-	-

References
1. Total capital transfers and grants revenue must reconcile to Budgeted Financial Performance and Financial Position; total recurrent grants revenue must reconcile to Budgeted Financial Performance

2. CTBM = conditions to be met

3. National Treasury database will require this reconciliation for each transfer/grant

KZN227 Richmond - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2012/13	2013/14	2014/15	Current Year 2015/16					2016/17 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome		Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand												
Cash Transfers to other municipalities												
<i>Insert description</i>	1											
Total Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-	-
Cash Transfers to Entities/Other External Mechanisms												
<i>Insert description</i>	2											
Total Cash Transfers To Entities/Em's		-	-	-	-	-	-	-	-	-	-	-
Cash Transfers to other Organs of State												
<i>Insert description</i>	3											
Total Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-	-
Cash Transfers to Organisations												
<i>Insert description</i>		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Organisations		-	-	-	-	-	-	-	-	-	-	-
Cash Transfers to Groups of Individuals												
<i>Insert description</i>		-	-	-	-	-	-	-	-	-	-	-
Total Cash Transfers To Groups Of Individuals:		-	-	-	-	-	-	-	-	-	-	-
TOTAL CASH TRANSFERS AND GRANTS	6	-	-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to other municipalities												
<i>Insert description</i>	1											
Total Non-Cash Transfers To Municipalities:		-	-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to Entities/Other External Mechanisms												
<i>Insert description</i>	2											
Total Non-Cash Transfers To Entities/Em's		-	-	-	-	-	-	-	-	-	-	-
Non-Cash Transfers to other Organs of State												
<i>Insert description</i>	3											
Total Non-Cash Transfers To Other Organs Of State:		-	-	-	-	-	-	-	-	-	-	-
Non-Cash Grants to Organisations												
<i>Insert description</i>	4											
Total Non-Cash Grants To Organisations		-	-	-	-	-	-	-	-	-	-	-
Non-Cash Grants to Groups of Individuals												
<i>Insert description</i>	5				545	1 155	1 155	1 155	1 155	600	636	674
Total Non-Cash Grants To Groups Of Individuals:		-	-	-	545	1 155	1 155	1 155	1 155	600	636	674
TOTAL NON-CASH TRANSFERS AND GRANTS		-	-	-	545	1 155	1 155	1 155	1 155	600	636	674
TOTAL TRANSFERS AND GRANTS	6	-	-	-	545	1 155	1 155	1 155	1 155	600	636	674

References

1. Insert description listed by municipal name and demarcation code of recipient
2. Insert description of each entity or external mechanism (an external mechanism may be provided with resources to ensure a minimum level of service)
3. Insert description of each Organ of State (e.g. transfer to electricity provider to compensate for FBS provided)
4. Insert description of each other organisation (e.g. charity)
5. Insert description of each other organisation (e.g. the aged, child-headed households)
6. All descriptions should separate transfers for 'capital purposes' and 'operating purposes'

KZN227 Richmond - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	Current Year 2019/20						2016/17 Medium Term Revenue & Expenditure Framework		
		2017/13	2019/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	D	E	F	G	H	I
Councillors (Political Office Expenses plus Other)										
Basic Salaries and Wages	1	A	B	C	4 273	4 280	4 280	4 642	4 920	5 215
Pension and UIF Contributions										
Medical Aid Contributions										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Sub Total - Councillors										
% increase										
Senior Managers of the Municipality										
Basic Salaries and Wages	2	3 477	3 751	4 013	4 473	4 280	4 280	4 642	4 920	5 215
Pension and UIF Contributions	4	3 477	7.9%	7.0%	11.5%	(4.3%)	-	8.4%	6.0%	6.0%
Medical Aid Contributions										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Senior Managers of Municipality										
% increase										
Other Municipal Staff										
Basic Salaries and Wages	4	2 004	3 988	3 941	5 945	5 477	5 477	6 148	6 514	6 905
Pension and UIF Contributions			68.1%	14.0%	44.3%	(1.2%)	-	12.2%	6.0%	6.0%
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Other Municipal Staff										
% increase										
Total Parent Municipality										
		25 460	28 510	31 483	41 511	40 453	40 453	44 295	47 330	50 515
			12.2%	9.9%	32.3%	(2.7%)	-	9.4%	6.9%	6.9%
Basic Members of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Basic Members of Entities										
% increase										
Senior Managers of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Senior Managers of Entities										
% increase										
Other Staff of Entities										
Basic Salaries and Wages										
Pension and UIF Contributions										
Medical Aid Contributions										
Overtime										
Performance Bonus										
Motor Vehicle Allowance										
Cellphone Allowance										
Housing Allowance										
Other benefits and allowances										
Payments in lieu of leave										
Long service awards										
Post-retirement benefit obligations										
Sub Total - Other Staff of Entities										
% increase										
Total Municipal Entities										
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
TOTAL SALARY, ALLOWANCES & BENEFITS										
		25 460	28 510	31 483	41 511	40 453	40 453	44 295	47 330	50 515
% increase			12.2%	9.9%	32.3%	(2.7%)	-	9.4%	6.9%	6.9%
TOTAL MANAGERS AND STAFF		5,7	22,113	24,459	27,440	37,138	36,213	39,654	42,429	45,399

References

1. include Loans and advances, where applicable if any reportable amounts until phased compliance with s164 of MFMA achieved
2. s57 of the Systems Act
3. in-kind benefits (e.g. provision of living quarters) must be shown as the cost (full market value) to the municipality, as part of the relevant allowance
4. BA, CB, DC, EC, FC, G, H, HQ, ID
5. Used agree to the sub-total appearing on Table A1 (Employee costs)
6. Includes pension payments and employer contributions to medical aid
7. Correct as at 30 June

Column Definitions:

- A and C: Audited actual as per the audited financial statements. If audited amounts are unavailable, unaudited amounts must be provided with a note stating these are unaudited
- D: The original budget approved by council for the budget year.
- E: The budget for the budget year as explained by council resolution in terms of section 28 of the MFMA.
- F: An estimate of final actual amounts (pre audit) for the current year at the point in time of preparing the budget for the budget year. This may differ from E.
- G: The amount to be appropriated for the budget year.
- H and I: The indicative projection

KZN227 Richmond - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

[illegible]

References

1. Pension and medical aid
2. Total package must equal the total cost to the municipality.
3. List each political office bearer by designation. Provide a total for all other councillors
4. Political office bearer is defined in MFMMA s 1: speaker, executive mayor, deputy executive mayor, member of executive committee, mayor, deputy mayor, member of mayoral committee, the councillor designated to exercise powers and duties of mayor (MISA s 57)
5. Also list each senior manager reporting to MM by designation and each official with package >= senior manager by designation
6. List each entity where municipality has an interest and state percentage ownership and control
7. List each senior manager reporting to the CEO of an Entity by designation
8. Must reconcile to relevant section of Table SA24
9. Must reconcile to totals shown for the budget year of Table SA22
10. Correct as at 30 June

KZN227 Richmond - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers		Ref	2014/15			Current Year 2015/16			Budget Year 2016/17		
Number		1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities											
Councilors (Political Office Bearers plus Other Councilors)											
Board Members of municipal entities											
Municipal employees											
Municipal Manager and Senior Managers	4	14	-	14	14	14	-	14	14	-	14
Other Managers	5	5	5	5	5	5	5	5	5	5	5
Professionals	3	6	6	-	-	6	6	-	6	6	-
Finance	7	25	25	-	-	37	37	-	37	37	-
Spatial/own planning		3	3			5	5		5	5	
Information Technology											
Roads		2	2	2		3	3		3	3	
Electricity		3	3			3	3		3	3	
Water											
Sanitation											
Refuse											
Other		17	17			20	20		20	20	
Clerks (Clerical and administrative)		35	37		4	37	37	-	37	37	-
Service and sales workers		9	5		4	5	5		5	5	
Skilled agricultural and fishery workers											
Craft and related trades											
Plant and Machine Operators		14	14			14	14		14	14	
Elementary/Occupations		48	48			48	48		48	48	
TOTAL PERSONNEL NUMBERS			9	166	143	23	170	151	19	170	151
% Increase						2,4%	5,6%	(17,4%)			
Total municipal employees headcount			6, 10								
Finance personnel headcount			8, 10	14	9	6	14	14	6	14	6
Human Resources personnel headcount			8, 10	2	2		4	2	4	2	2

References

1. Positions must be funded and aligned to the municipality's current organisational structure
2. Full Time Equivalent (FTE), E.g. One full time person = 1 FTE. A person working half time (say 4 hours out of 8) = 0,5 FTE.
3. s57 of the Systems Act
4. Include only in Consolidated Statements
5. Include municipal entity employees in Consolidated Statements
6. Include headcount (number to persons, Not FTE) of managers and staff only (exclude councilors)
Managers who provide the direction of a critical technical function
Total number of employees working on these functions

KZN227 Richmond - Supporting Table SA25 Budgeted monthly revenue and expenditure

Supporting Table SA23 Budgeted monthly revenue and expenditure																	
Description		Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand			July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source																	
Property rates			–	3 450	805	805	805	805	805	805	805	805	805	805	11 500	12 190	12 921
Property rates - penalties & collection charges			38	38	38	38	38	38	38	38	38	38	38	32	450	450	477
Service charges - electricity revenue														(1)	(1)	(1)	–
Service charges - water revenue														–	–	–	–
Service charges - sanitation revenue														–	–	–	–
Service charges - refuse revenue			42	42	42	42	42	42	42	42	42	42	42	41	499	499	500
Service charges - other														–	–	–	–
Rental of facilities and equipment			59	59	59	59	59	59	59	59	59	59	59	59	709	709	750
Interest earned - external investments			213	213	213	213	213	213	213	213	213	213	213	213	2 550	1 741	1 844
Interest earned - outstanding debtors			6	6	6	6	6	6	6	6	6	6	6	6	75	75	80
Dividends received														–	–	–	–
Fines			9	9	9	9	9	9	9	9	9	9	9	9	102	102	108
Licences and permits			69	69	69	69	69	69	69	69	69	69	69	69	831	831	880
Agency services			43	43	43	43	43	43	43	43	43	43	43	43	516	517	547
Transfers recognised - operational			15 600	7 800			15 650	9 800		14 560	6 844			(0)	70 254	76 391	80 549
Other revenue			38	38	38	38	38	38	38	38	38	38	38	41	462	356	374
Gains on disposal of PPE														–	–	–	–
Total Revenue (excluding capital transfers and contribution)			16 116	11 766	1 321	1 321	16 971	11 121	1 321	15 881	8 165	1 321	1 321	1 316	87 945	93 859	99 030
Expenditure By Type																	
Employee related costs			3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 310	39 654	42 429	45 399
Remuneration of councillors			387	387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Debt impairment								950							950	1 007	1 067
Depreciation & asset impairment			744	744	744	744	744	744	744	744	744	744	744	744	8 929	9 554	10 222
Finance charges			37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other materials			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Contracted services			681	681	681	681	681	681	681	681	681	681	681	682	8 176	8 667	9 187
Transfers and grants			50	50	50	50	50	50	50	50	50	50	50	50	600	636	674
Other expenditure			2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	28 789	28 984	29 529
Loss on disposal of PPE														–	–	–	–
Total Expenditure			7 602	7 602	7 602	7 602	7 602	8 552	7 602	7 602	7 602	7 602	7 602	7 607	92 179	96 663	101 789
Surplus/(Deficit)																	
Transfers recognised - capital			8 514	4 164	(6 281)	(6 281)	9 369	2 569	(6 281)	8 279	563	(6 281)	(6 281)	(6 292)	(4 234)	(2 805)	(2 759)
Contributions recognised - capital			3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303		0	33 026	17 850	18 664
Contributed assets														–	–	–	–
Surplus/(Deficit) after capital transfers & contributions			11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905
Taxation														–	–	–	–
Attributable to minorities														–	–	–	–
Share of surplus/ (deficit) of associate														–	–	–	–
Surplus/(Deficit)			11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905
References																	

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

KZN227 Richmond - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Supporting Table SA20 Budgeted monthly revenue and expenditure (municipal vote)																
Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand																
Revenue by Vote																
Vote 1 - Executive & Council		1 595				532				532				2 659	2 789	2 926
Vote 2 - Finance & Admin		15 567	5 018	5 018	5 018	5 018	5 018	5 018	5 018				-	65 748	69 693	73 875
Vote 3 - Planning & Development		3 748	3 748	3 748	3 748	3 748	3 748	3 748	3 748	5 018	5 018	5 018	(0)	44 976	31 183	32 367
Vote 4 - Community & Social Services		203	203	203	203	203	203	203	203	3 748	3 748	3 748	203	2 437	2 583	2 738
Vote 5 - Community & Social Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 6 - Public Safety		78	78	78	78	78	78	78	78	78	78	78	78	930	986	1 045
Vote 7 - Sport & Recreation										7			-	7	7	8
Vote 8 - Waste Management		308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Vote 9 - Roads Transport		43	43	43	43	43	43	43	43	43	43	43	43	516	547	579
Vote 10 - [NAME OF VOTE 10]													-	-	-	-
Vote 11 - [NAME OF VOTE 11]													-	-	-	-
Vote 12 - [NAME OF VOTE 12]													-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Total Revenue by Vote		21 542	9 398	9 398	9 398	9 930	9 398	9 398	9 398	9 937	9 398	9 398	4 379	120 971	111 709	117 694
Expenditure by Vote to be appropriated																
Vote 1 - Executive & Council		876	876	876	876	876	876	876	876	876	876	876	876	10 516	11 146	11 815
Vote 2 - Finance & Admin		1 830	1 830	1 830	1 830	1 830	1 830	1 830	1 830	1 830	1 830	1 830	1 830	21 960	23 278	24 675
Vote 3 - Planning & Development		1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 710	20 509	20 693	21 261
Vote 4 - Community & Social Services		1 060	1 060	1 060	1 060	1 060	1 060	1 060	1 060	1 060	1 060	1 060	1 060	12 724	13 487	14 296
Vote 5 - Community & Social Services		104	104	104	104	104	104	104	104	104	104	104	104	1 247	1 322	1 402
Vote 6 - Public Safety		618	618	618	618	618	618	618	618	618	618	618	618	7 415	7 859	8 331
Vote 7 - Sport & Recreation		195	195	195	195	195	195	195	195	195	195	195	194	2 335	2 475	2 623
Vote 8 - Waste Management		308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Vote 9 - Roads Transport		981	981	981	981	981	981	981	981	981	981	981	982	11 775	12 482	13 231
Vote 10 - [NAME OF VOTE 10]													-	-	-	-
Vote 11 - [NAME OF VOTE 11]													-	-	-	-
Vote 12 - [NAME OF VOTE 12]													-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Total Expenditure by Vote		7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 681		92 179	96 663	101 789
Surplus/(Deficit) before assoc.		13 860	1 716	1 716	1 716	2 248	1 716	1 716	1 716	2 255	1 716	1 716	(3 302)	28 792	15 045	15 905
Taxation													-	-	-	-
Attributable to minorities													-	-	-	-
Share of surplus/ (deficit) of associate													-	-	-	-
Surplus/(Deficit)	1	13 860	1 716	1 716	1 716	2 248	1 716	1 716	1 716	2 255	1 716	1 716	(3 302)	28 792	15 045	15 905
References																

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

KZN227 Richmond - Supporting Table SA27 Budgeted monthly revenue and expenditure (standard classification)

Description		Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
R thousand			July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue - Standard																	
Governance and administration			17 162	–	5 018	5 018	5 550	5 078	5 018	5 018	5 550	5 018	5 018	4 958	68 407	72 482	76 801
Executive and council			1 595	–	–	–	532	–	–	–	532	–	–	–	2 659	2 789	2 926
Budget and treasury office			15 567	–	5 018	5 018	5 018	5 018	5 018	5 018	5 018	5 018	5 018	4 958	65 688	69 630	73 808
Corporate services			–	–	–	–	60	–	–	–	–	–	–	–	60	64	67
Community and public safety			281	281	281	281	281	281	281	281	288	281	281	280	3 374	3 576	3 791
Community and social services			203	203	203	203	203	203	203	203	203	203	203	203	2 437	2 583	2 738
Sport and recreation			–	–	–	–	–	–	–	–	7	–	–	–	7	7	8
Public safety			78	78	78	78	78	78	78	78	78	78	78	78	930	986	1 045
Housing			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Health			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services			3 791	8 809	3 791	3 791	3 791	3 731	3 791	3 791	3 791	3 791	3 791	(1 167)	45 492	31 730	32 946
Planning and development			3 748	8 766	3 748	3 748	3 748	3 688	3 748	3 748	3 748	3 748	3 748	(1 210)	44 976	31 183	32 367
Road transport			43	43	43	43	43	43	43	43	43	43	43	43	516	547	579
Environmental protection			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services			308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Electricity			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Water			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Waste water management			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Waste management			308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Other			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue - Standard			21 542	9 398	9 398	9 398	9 930	9 398	9 398	9 398	9 937	9 398	9 398	4 378	120 971	111 709	117 694
Expenditure - Standard																	
Governance and administration			2 706	2 706	2 706	2 706	2 706	2 706	2 706	2 706	2 706	2 706	2 706	2 705	32 476	34 424	36 490
Executive and council			876	876	876	876	876	876	876	876	876	876	876	876	10 516	11 146	11 815
Budget and treasury office			1 229	1 229	1 229	1 229	1 229	1 229	1 229	1 229	1 229	1 229	1 229	1 229	14 751	15 636	16 574
Corporate services			601	601	601	601	601	601	601	601	601	601	601	600	7 210	7 642	8 101
Community and public safety			1 977	1 977	1 977	1 977	1 977	1 977	1 977	1 977	1 977	1 977	1 977	1 976	23 720	25 143	26 652
Community and social services			1 164	1 164	1 164	1 164	1 164	1 164	1 164	1 164	1 164	1 164	1 164	1 164	13 971	14 809	15 698
Sport and recreation			195	195	195	195	195	195	195	195	195	195	195	194	2 335	2 475	2 623
Public safety			618	618	618	618	618	618	618	618	618	618	618	618	7 415	7 859	8 331
Housing			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Health			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services			2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 690	2 691	32 285	33 175	34 491
Planning and development			1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 709	1 710	20 509	20 693	21 261
Road transport			981	981	981	981	981	981	981	981	981	981	981	982	11 775	12 482	13 231
Environmental protection			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services			308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Electricity			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Water			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Waste water management			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Waste management			308	308	308	308	308	308	308	308	308	308	308	308	3 699	3 921	4 156
Other			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Expenditure - Standard			7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 682	7 680	92 179	96 663	101 789
Surplus/(Deficit) before assoc.			13 860	1 716	1 716	1 716	2 248	1 716	1 716	1 716	2 255	1 716	1 716	(3 302)	28 792	15 045	15 905
Share of surplus/ (deficit) of associate			–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit)		1	13 860	1 716	1 716	1 716	2 248	1 716	1 716	1 716	2 255	1 716	1 716	(3 302)	28 792	15 045	15 905

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

KZN227 Richmond - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand																
Multi-year expenditure to be appropriated	1												-	-	-	-
Vote 1 - Executive & Council													-	-	-	-
Vote 2 - Finance & Admin													-	-	-	-
Vote 3 - Planning & Development													-	-	-	-
Vote 4 - Community & Social Services													-	-	-	-
Vote 5 - Community & Social Services													-	-	-	-
Vote 6 - Public Safety													-	-	-	-
Vote 7 - Sport & Recreation													-	-	-	-
Vote 8 - Waste Management													-	-	-	-
Vote 9 - Roads Transport													-	-	-	-
Vote 10 - [NAME OF VOTE 10]													-	-	-	-
Vote 11 - [NAME OF VOTE 11]													-	-	-	-
Vote 12 - [NAME OF VOTE 12]													-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Capital multi-year expenditure sub-total	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Single-year expenditure to be appropriated																
Vote 1 - Executive & Council													-	-	-	-
Vote 2 - Finance & Admin					396								-	396	-	-
Vote 3 - Planning & Development		500	500	500	500								-	2 000	-	-
Vote 4 - Community & Social Services				125									-	125	-	-
Vote 5 - Community & Social Services													-	-	-	-
Vote 6 - Public Safety													-	-	-	-
Vote 7 - Sport & Recreation			958	958	1 917	1 916	1 917	1 917	958	958	-		(0)	11 500	2 387	5 620
Vote 8 - Waste Management													-	-	-	-
Vote 9 - Roads Transport			1 953	1 953	1 953	1 953	3 906	1 952	1 953	1 953	1 953		(0)	19 526	15 463	13 044
Vote 10 - [NAME OF VOTE 10]													-	-	-	-
Vote 11 - [NAME OF VOTE 11]													-	-	-	-
Vote 12 - [NAME OF VOTE 12]													-	-	-	-
Vote 13 - [NAME OF VOTE 13]													-	-	-	-
Vote 14 - [NAME OF VOTE 14]													-	-	-	-
Vote 15 - [NAME OF VOTE 15]													-	-	-	-
Capital single-year expenditure sub-total	2	500	3 411	3 536	4 766	3 869	5 823	3 869	2 911	2 911	1 953	-	(0)	33 547	17 850	18 664
Total Capital Expenditure	2	500	3 411	3 536	4 766	3 869	5 823	3 869	2 911	2 911	1 953	-	(0)	33 547	17 850	18 664

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates
2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

KZN227 Richmond - Supporting Table SA29 Budgeted monthly capital expenditure (standard classification)

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand																
Capital Expenditure - Standard	1															
<i>Governance and administration</i>		-	-	-	396	-	-	-	-	-	-	-	-	396	-	-
Executive and council		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Budget and treasury office		-			160									160	-	-
Corporate services					236									236	-	-
<i>Community and public safety</i>		-	958	1 083	1 917	1 916	1 917	1 917	958	958	-	-	(0)	11 625	2 387	5 620
Community and social services				125										125	-	-
Sport and recreation			958	958	1 917	1 916	1 917	1 917	958	958	-		(0)	11 500	2 387	5 620
Public safety														-	-	-
Housing														-	-	-
Health														-	-	-
<i>Economic and environmental services</i>		500	2 453	2 453	2 453	1 953	3 906	1 952	1 953	1 953	1 953	-	(0)	21 526	15 463	13 044
Planning and development		500	500	500	500									2 000	-	-
Road transport			1 953	1 953	1 953	1 953	3 906	1 952	1 953	1 953	1 953		(0)	19 526	15 463	13 044
Environmental protection														-	-	-
<i>Trading services</i>		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Electricity														-	-	-
Water														-	-	-
Waste water management														-	-	-
Waste management														-	-	-
<i>Other</i>														-	-	-
Total Capital Expenditure - Standard	2	500	3 411	3 536	4 766	3 869	5 823	3 869	2 911	2 911	1 953	-	(0)	33 547	17 850	18 664
Funded by:																
National Government			2 911	2 911	3 870	3 869	5 823	3 869	2 911	2 911	1 951		0	31 026	17 850	18 664
Provincial Government		500	500	500	500									2 000	-	-
District Municipality														-	-	-
Other transfers and grants														-	-	-
Transfers recognised - capital		500	3 411	3 411	4 370	3 869	5 823	3 869	2 911	2 911	1 951	-	0	33 026	17 850	18 664
Public contributions & donations														-	-	-
Borrowing														-	-	-
Internally generated funds				125	396									521	-	-
Total Capital Funding		500	3 411	3 536	4 766	3 869	5 823	3 869	2 911	2 911	1 951	-	0	33 547	17 850	18 664

References

1. Table should be completed as either Multi-Year expenditure appropriation or Budget Year and Forward Year estimates

2. Total Capital Expenditure must reconcile to Budgeted Capital Expenditure

check

KZN227 Richmond - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand															
Cash Receipts By Source													1		
Property rates												10 350	10 350	10 971	11 629
Property rates - penalties & collection charges												450	450	450	477
Service charges - electricity revenue												-	-	(1)	-
Service charges - water revenue												-	-	-	-
Service charges - sanitation revenue												-	-	-	-
Service charges - refuse revenue												499	499	499	500
Service charges - other												-	-	-	-
Rental of facilities and equipment												709	709	709	750
Interest earned - external investments												2 550	2 550	1 741	1 844
Interest earned - outstanding debtors												75	75	75	80
Dividends received												-	-	-	-
Fines												102	102	102	108
Licences and permits												831	831	831	880
Agency services												516	516	517	547
Transfer receipts - operational												70 254	70 254	76 391	80 549
Other revenue												462	462	356	374
Cash Receipts by Source	-	-	-	-	-	-	-	-	-	-	-	86 797	86 797	92 640	97 738
Other Cash Flows by Source															
Transfer receipts - capital	500	3 411	3 411	4 370	3 869	5 823	3 869	2 911	2 911	1 951	-	0	33 026	17 850	18 664
Contributions recognised - capital & Contributed assets												-	-	-	-
Proceeds on disposal of PPE												-	-	-	-
Short term loans												242	242	242	242
Borrowing long term/refinancing												-	-	-	-
Increase (decrease) in consumer deposits												-	-	-	-
Decrease (Increase) in non-current debtors												2 042	2 042	2 165	2 294
Decrease (increase) other non-current receivables												(24 976)	(24 976)	-	-
Decrease (increase) in non-current investments												-	-	-	-
Total Cash Receipts by Source	500	3 411	3 411	4 370	3 869	5 823	3 869	2 911	2 911	1 951	-	64 105	97 131	112 896	118 938
Cash Payments by Type															
Employee related costs	3 139	3 139	3 139	3 139	4 139	3 139	3 139	3 139	3 139	3 139	3 139	2 139	37 671	42 429	45 399
Remuneration of councillors	387	387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Finance charges	37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases - Electricity												-	-	-	-
Bulk purchases - Water & Sewer												-	-	-	-
Other materials												-	-	-	-
Contracted services	1 800	638	638	638	638	638	638	638	638	638	638	0	8 176	8 667	9 187
Transfers and grants - other municipalities												-	-	-	-
Transfers and grants - other	50	50	50	50	50	50	50	50	50	50	50	50	600	636	674
Other expenditure	9 560	1 500	1 500	1 350	1 500	1 500	1 500	1 500	1 500	1 500	1 500	1 500	25 910	26 085	26 576
Cash Payments by Type	14 973	5 750	5 750	5 600	6 750	5 750	5 750	5 750	5 750	5 750	5 750	4 113	77 439	83 204	87 546
Other Cash Flows/Payments by Type															
Capital assets	2 648	2 648	2 648	2 648	2 648	2 648	2 648	2 648	2 648	2 648	2 648	2 738	31 870	16 958	17 731
Repayment of borrowing												120	120	120	120
Other Cash Flows/Payments												-	-	-	-
Total Cash Payments by Type	17 621	8 399	8 399	8 249	9 398	8 399	8 399	8 399	8 399	8 399	8 399	6 971	109 429	100 282	105 397
NET INCREASE/(DECREASE) IN CASH HELD	(17 121)	(4 988)	(4 988)	(3 879)	(5 529)	(2 576)	(4 530)	(5 488)	(5 488)	(6 448)	(8 399)	57 134	(12 298)	12 614	13 541
Cash/cash equivalents at the month/year begin:	57 900	40 779	35 792	30 804	26 925	21 396	18 820	14 291	8 803	3 315	(3 133)	(11 531)	57 900	45 602	58 217
Cash/cash equivalents at the month/year end:	40 779	35 792	30 804	26 925	21 396	18 820	14 291	8 803	3 315	(3 133)	(11 531)	45 602	45 602	58 217	71 758

References

1. Note that this section of Table SA 30 is deliberately not linked to Table A4 because timing differences between the invoicing of clients and receiving the cash means that the cashflow will differ from budgeted revenue, and similarly for budgeted expenditure. However for the MTREF it is now directly linked to A7.

KZN227 Richmond - NOT REQUIRED - municipality does not have entities

[illegible]

KZN227 Richmond - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1.	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2.
		Number			R thousand
N/A					

References

1. Total agreement period from commencement until end
2. Annual value

KZN227 Richmond - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2015/16	2016/17 Medium Term Revenue & Expenditure Framework			Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Total Contract Value
		Total	Original Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
R thousand	1,3													
Parent Municipality:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
Indwe Risk Services		300	300	600	672	738								2 610
Financial Management System(Service provider to be confirmed)				1 500										1 500
Contract 3 etc														-
Total Operating Expenditure Implication		300	300	2 100	672	738	-	-	-	-	-	-	-	4 110
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Parent Expenditure Implication		300	300	2 100	672	738	-	-	-	-	-	-	-	4 110
Entities:														
Revenue Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Revenue Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Operating Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure Obligation By Contract	2													
Contract 1														-
Contract 2														-
Contract 3 etc														-
Total Capital Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-
Total Entity Expenditure Implication		-	-	-	-	-	-	-	-	-	-	-	-	-

References

1. Total implication for all preceding years to be summed and total stated in 'Preceding Years' column
2. List all contracts with future financial obligations beyond the three years covered by the MTREF (MFMA s33)
3. For municipalities with approved total revenue not exceeding R250 m - all contracts with an annual cost greater than R500 000. For municipalities with approved total revenue greater than R250 m - all contracts with an annual cost greater than R1million. For municipalities with approved total revenue greater than R500 m - all contracts with an annual cost greater than R5 million

KZN27 Richmond - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework		
		2012/13	2013/14	2014/15	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Budget	Budget	Forecast	Budget	Budget	Budget
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		16 388	21 140	26 959	8 271	30 639	30 639	7 359	15 463	13 044
Infrastructure - Road transport		16 388	21 140	26 959	8 271	28 250	28 250	7 359	15 463	13 044
Roads, Pavements & Bridges		16 388	21 140	26 959	8 271	28 250	28 250	7 359	15 463	13 044
Storm water		-	-	-	-	-	-	-	-	-
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-
Generation		-	-	-	-	-	-	-	-	-
Transmission & Distribution		-	-	-	-	-	-	-	-	-
Street lighting		-	-	-	-	-	-	-	-	-
Infrastructure - Water		-	-	-	-	-	-	-	-	-
Dams & Reservoirs		-	-	-	-	-	-	-	-	-
Water purification		-	-	-	-	-	-	-	-	-
Pollution		-	-	-	-	-	-	-	-	-
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-
Pollution		-	-	-	-	-	-	-	-	-
Sewerage purification		-	-	-	-	2 379	2 379	-	-	-
Infrastructure - Other		-	-	-	-	306	306	-	-	-
Waste Management		-	-	-	-	-	-	-	-	-
Transportation		-	-	-	-	-	-	-	-	-
Gas		-	-	-	-	2 073	2 073	-	-	-
Other		-	-	-	-	-	-	-	-	-
Community		2 717	-	-	1 854	2 752	2 752	11 500	2 387	5 620
Parks & gardens		-	-	-	-	-	-	-	-	-
Sportsfields & stadia		2 071	-	-	1 244	1 921	1 921	11 500	2 387	5 620
Swimming pools		-	-	-	510	531	531	-	-	-
Community halls		-	-	-	-	-	-	-	-	-
Libraries		-	-	-	-	-	-	-	-	-
Recreational facilities		-	-	-	-	-	-	-	-	-
Fire, safety & emergency		-	-	-	-	-	-	-	-	-
Security and policing		-	-	-	-	-	-	-	-	-
Buses		-	-	-	-	-	-	-	-	-
Clinics		-	-	-	-	-	-	-	-	-
Museums & Art Galleries		-	-	-	-	-	-	-	-	-
Cemeteries		-	-	-	-	-	-	-	-	-
Social rental housing		-	-	-	-	-	-	-	-	-
Other		646	-	-	100	300	300	-	-	-
Heritage assets		-	-	-	-	-	-	-	-	-
Buildings		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Investment properties		-	-	-	-	-	-	-	-	-
Housing development		-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-
Other assets		1 977	-	-	5 325	6 933	6 933	521	-	-
General vehicles		-	-	-	3 885	3 947	3 947	-	-	-
Specialised vehicles		-	-	-	-	-	-	-	-	-
Plant & equipment		1 759	-	-	180	174	174	5	-	-
Computers - hardware/equipment		108	-	-	345	625	625	54	-	-
Furniture and other office equipment		110	-	-	316	256	256	482	-	-
Adaptors		-	-	-	-	-	-	-	-	-
Mezzes		-	-	-	-	-	-	-	-	-
Civic Land and Buildings		-	-	-	-	1 500	1 500	-	-	-
Other Buildings		-	-	-	-	-	-	-	-	-
Other Land		-	-	-	-	-	-	-	-	-
Surplus Assets - (Investment or Inventory)		-	-	-	600	431	431	-	-	-
Other		-	-	-	-	-	-	-	-	-
Agricultural assets		-	-	-	-	-	-	-	-	-
List sub-class		-	-	-	-	-	-	-	-	-
Biological assets		-	-	-	-	-	-	-	-	-
List sub-class		-	-	-	-	-	-	-	-	-
Intangibles		-	-	-	-	-	-	-	-	-
Computers - software & programming		-	-	-	-	-	-	-	-	-
Other (list sub-class)		-	-	-	-	-	-	-	-	-
Total Capital Expenditure on new assets	1	21 082	21 140	26 959	15 450	40 324	40 324	19 960	17 850	18 554
Specialised vehicles		-	-	-	-	-	-	-	-	-
Refuse		-	-	-	-	-	-	-	-	-
Fire		-	-	-	-	-	-	-	-	-
Conservancy		-	-	-	-	-	-	-	-	-
Amplifiers		-	-	-	-	-	-	-	-	-

- References**
1. Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) must reconcile to total capital expenditure in Budgeted Capital Expenditure
 2. Airports, Car Parks, Bus Terminals and Taxi Ranks
 3. For example - technology backbones (e.g. fibre optic, WFT infrastructure) for economic development purposes
 4. Work-in-progress/under construction to be budgeted under the respective item
 5. Infrastructure includes land and buildings required by that infrastructure and vehicles/plant & equipment used by the service generated by that infrastructure
 6. Donated/contributed & leased assets to be included within the respective sub-class
 7. Busses used to provide a service to the community
 8. Not municipal contributions to the top structure being built using the housing subsidies
 9. Stakes, art collections, medals etc.
 10. Ambulances, fire engines, refuse vehicles - but not vehicles that would normally be classified as 'Plant and equipment'

check balance

KZN227 Richmond - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

KZN27 Richmond - Supporting Table SACSU Capital expenditure on the renewal of existing assets by asset class										2016/17 Medium Term Revenue & Expenditure Framework		
Description	Ref	Current Year 2015/16					Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19			
		2012/13 Audited Outcome	2013/14 Audited Outcome	2014/15 Audited Outcome	Original Budget	Adjusted Budget				Full Year Forecast		
R thousand	1	Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		-	-	-	10 400	2 322	2 322	14 167	-			
Infrastructure - Road transport		-	-	-	10 400	2 322	2 322	12 167	-			
Roads, Pavements & Bridges		-	-	-	10 400	2 322	2 322	12 167	-			
Storm water		-	-	-	-	-	-	-	-			
Infrastructure - Electricity		-	-	-	-	-	-	-	-			
Generation		-	-	-	-	-	-	-	-			
Transmission & Retiulation		-	-	-	-	-	-	-	-			
Street Lighting		-	-	-	-	-	-	-	-			
Infrastructure - Water		-	-	-	-	-	-	-	-			
Dams & Reservoirs		-	-	-	-	-	-	-	-			
Water purification		-	-	-	-	-	-	-	-			
Retiulation		-	-	-	-	-	-	-	-			
Infrastructure - Sanitation		-	-	-	-	-	-	-	-			
Retiulation		-	-	-	-	-	-	-	-			
Sewerage purification		-	-	-	-	-	-	-	-			
Infrastructure - Other		-	-	-	-	-	-	2 000	-			
Waste Management		-	-	-	-	-	-	-	-			
Transportation		-	-	-	-	-	-	-	-			
Gas		-	-	-	-	-	-	2 000	-			
Other		-	-	-	-	-	-	-	-			
Community												
Parks & gardens		-	-	-	-	-	-	-	-			
Sportsfields & stadia		-	-	-	-	-	-	-	-			
Swimming pools		-	-	-	-	-	-	-	-			
Community Halls		-	-	-	-	-	-	-	-			
Libraries		-	-	-	-	-	-	-	-			
Recreational facilities		-	-	-	-	-	-	-	-			
Fire, safety & emergency		-	-	-	-	-	-	-	-			
Security and policing		-	-	-	-	-	-	-	-			
Buses		-	-	-	-	-	-	-	-			
Clinics		-	-	-	-	-	-	-	-			
Museums & Art Galleries		-	-	-	-	-	-	-	-			
Canteenies		-	-	-	-	-	-	-	-			
Social rental housing		-	-	-	-	-	-	-	-			
Other		-	-	-	-	-	-	-	-			
Heritage assets												
Buildings		-	-	-	-	-	-	-	-			
Other		-	-	-	-	-	-	-	-			
Investment properties												
Housing development		-	-	-	-	-	-	-	-			
Other		-	-	-	-	-	-	-	-			
Other assets												
General vehicles		-	-	-	-	5 000	5 000	-	-			
Specialised vehicles		-	-	-	-	-	-	-	-			
Plant & equipment		-	-	-	-	-	-	-	-			
Computers - hardware/equipment		-	-	-	-	-	-	-	-			
Furniture and other office equipment		-	-	-	-	-	-	-	-			
Absolous		-	-	-	-	-	-	-	-			
Markets		-	-	-	-	-	-	-	-			
Civic Land and Buildings		-	-	-	-	-	-	-	-			
Other Buildings		-	-	-	-	-	-	-	-			
Other Land		-	-	-	-	-	-	-	-			
Surplus Assets - (Investment or Inventory)		-	-	-	-	5 000	5 000	-	-			
Other		-	-	-	-	-	-	-	-			
Agricultural assets												
List sub-class		-	-	-	-	-	-	-	-			
Biological assets												
List sub-class		-	-	-	-	-	-	-	-			
Intangibles												
Computers - software & programming		-	-	-	-	-	-	-	-			
Other (list sub-class)		-	-	-	-	-	-	-	-			
Total Capital Expenditure on renewal of existing asset	1	-	-	-	10 400	7 322	7 322	14 167	-			

Specialised vehicles									
Relief									
Fire									
Conservancy									
Ambulances									
Renewal of Existing Assets as % of total capex	0.0%	0.0%	0.0%	40.2%	15.4%	15.4%	42.2%	0.0%	0.0%
Renewal of Existing Assets as % of deprecia-	0.0%	0.0%	0.0%	131.7%	86.7%	86.7%	158.7%	0.0%	0.0%

References

1. Total Capital Expenditure on renewal of existing assets (SA340) plus Total Capital Expenditure on new assets (SA344) must reconcile to total capital expenditure in Budgeted Capital Expenditure
2. Airports, Car Parks, Bus Terminals and Taxi Ranks
3. For example - technology backbones (e.g. fibre optic, WIFI infrastructure) for economic development purposes
4. Work-in-progress under construction to be budgeted under the respective item
5. Infrastructure includes 'land and buildings required by that infrastructure and vehicles/pedestrian & equipment used by the service generated by that infrastructure
6. Donated/contributed & leased assets to be included within the respective sub-class
7. Buses used to provide a service to the community
8. Not municipal contributions to the 'top structure' being built using the housing subsidies
9. Statues, art collections, medals etc.
10. Ambulances, fire engines, refuse vehicles - but not vehicles that would normally be classified as 'Plant and equipment'

check balance

KZN227 Richmond - Supporting Table SA34c Repairs and maintenance expenditure by asset class

KZN221 Richmond - Supporting Table SA3a.c Repairs and maintenance expenditure by asset class										2016/17 Medium Term Revenue & Expenditure Framework		
Description	Ref	Current Year 2015/16						2016/17 Medium Term Revenue & Expenditure Framework				
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19		
Repairs and maintenance expenditure by Asset Class/Sub-class												
Infrastructure												
Infrastructure - Road transport		1 921	1 676	1 385	1 732	3 172	3 172	3 709	3 869	4 247		
Roads, Pavements & Bridges		1 921	1 676	1 385	1 732	3 172	3 172	3 709	3 869	4 247		
Storm water		-	-	-	-	-	-	-	-	-		
Infrastructure - Electricity		-	-	-	-	-	-	-	-	-		
Generation		-	-	-	-	-	-	-	-	-		
Transmission & Retention		-	-	-	-	-	-	-	-	-		
Street Lighting		-	-	-	-	-	-	-	-	-		
Infrastructure - Water		-	-	-	-	-	-	-	-	-		
Dams & Reservoirs		-	-	-	-	-	-	-	-	-		
Water purification		-	-	-	-	-	-	-	-	-		
Retention		-	-	-	-	-	-	-	-	-		
Infrastructure - Sanitation		-	-	-	-	-	-	-	-	-		
Retention		-	-	-	-	-	-	-	-	-		
Sewerage purification		-	-	-	-	-	-	-	-	-		
Infrastructure - Other		-	-	-	-	-	-	-	-	-		
Waste Management		-	-	-	-	-	-	-	-	-		
Transportation		-	-	-	-	-	-	-	-	-		
Gas		-	-	-	-	-	-	-	-	-		
Other		-	-	-	-	-	-	-	-	-		
Community												
Parks & gardens		-	-	-	-	-	-	-	-	-		
Sportsfields & stadia		-	-	-	-	-	-	-	-	-		
Swimming pools		-	-	-	-	-	-	-	-	-		
Community halls		-	-	-	-	-	-	-	-	-		
Libraries		-	-	-	-	-	-	-	-	-		
Recreational facilities		-	-	-	-	-	-	-	-	-		
Fire, safety & emergency		-	-	-	-	-	-	-	-	-		
Security and policing		-	-	-	-	-	-	-	-	-		
Buses		-	-	-	-	-	-	-	-	-		
Clinics		-	-	-	-	-	-	-	-	-		
Museums & Art Galleries		-	-	-	-	-	-	-	-	-		
Cemeteries		-	-	-	-	-	-	-	-	-		
Social rental housing		-	-	-	-	-	-	-	-	-		
Other		-	-	-	-	-	-	-	-	-		
Heritage assets												
Buildings		-	-	-	-	-	-	-	-	-		
Other		-	-	-	-	-	-	-	-	-		
Investment properties												
Housing development		-	-	-	-	-	-	-	-	-		
Other		-	-	-	-	-	-	-	-	-		
Other assets												
General vehicles		847	907	1 160	1 344	1 738	1 738	2 088	2 202	2 357		
Specialised vehicles		310	293	360	455	729	729	1 008	1 079	1 154		
Plant & equipment		98	88	210	275	215	215	290	310	332		
Computers - hardware/equipment		200	208	221	266	246	246	280	278	298		
Furniture and other office equipment		15	24	55	50	40	40	50	54	57		
Abattoirs		-	-	-	-	-	-	-	-	-		
Markets		-	-	-	-	-	-	-	-	-		
Civic Land and Buildings		-	-	-	-	-	-	-	-	-		
Other Buildings		-	-	-	-	-	-	-	-	-		
Other Land		-	-	-	-	-	-	-	-	-		
Supplies Assets - (Investment or Inventory)		-	-	-	-	-	-	-	-	-		
Other		67	297	237	298	287	287	350	375	401		
Agricultural assets												
List sub-class		-	-	-	-	-	-	-	-	-		
Biological assets		-	-	-	-	-	-	-	-	-		
List sub-class		-	-	-	-	-	-	-	-	-		

KZN227 Richmond - Supporting Table SA35 Future financial implications of the capital budget

Vote Description	Ref	2016/17 Medium Term Revenue & Expenditure Framework				Forecasts			
		Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19		Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Present value
R thousand									
Capital expenditure	1								
Vote 1 - Executive & Council		-	-	-	-				
Vote 2 - Finance & Admin		396	-	-	-				
Vote 3 - Planning & Development		2 000	-	-	-				
Vote 4 - Community & Social Services		125	-	-	-				
Vote 5 - Community & Social Services		-	-	-	-				
Vote 6 - Public Safety		-	-	-	-				
Vote 7 - Sport & Recreation		11 500	2 387	5 620					
Vote 8 - Waste Management		-	-	-	-				
Vote 9 - Roads Transport		19 526	15 463	13 044					
Vote 10 - [NAME OF VOTE 10]		-	-	-	-				
Vote 11 - [NAME OF VOTE 11]		-	-	-	-				
Vote 12 - [NAME OF VOTE 12]		-	-	-	-				
Vote 13 - [NAME OF VOTE 13]		-	-	-	-				
Vote 14 - [NAME OF VOTE 14]		-	-	-	-				
Vote 15 - [NAME OF VOTE 15]		-	-	-	-				
<i>List entity summary if applicable</i>									
otal Capital Expenditure		33 547	17 850	18 664		-	-	-	-
Future operational costs by vote	2								
Vote 1 - Executive & Council		10 516	11 146	11 815					
Vote 2 - Finance & Admin		14 751	15 636	16 574					
Vote 3 - Planning & Development		20 509	20 693	21 261					
Vote 4 - Community & Social Services		23 720	25 143	26 652					
Vote 5 - Community & Social Services		-	-	-					
Vote 6 - Public Safety		7 415	7 859	8 331					
Vote 7 - Sport & Recreation		2 336	2 475	2 623					
Vote 8 - Waste Management		3 699	3 921	4 156					
Vote 9 - Roads Transport		11 775	12 482	13 231					
Vote 10 - [NAME OF VOTE 10]		-	-	-					
Vote 11 - [NAME OF VOTE 11]		-	-	-					
Vote 12 - [NAME OF VOTE 12]		-	-	-					
Vote 13 - [NAME OF VOTE 13]		-	-	-					
Vote 14 - [NAME OF VOTE 14]		-	-	-					
Vote 15 - [NAME OF VOTE 15]		-	-	-					
<i>List entity summary if applicable</i>									
Total future operational costs		94 719	99 355	104 643		-	-	-	-
Future revenue by source	3								
Property rates		11 500	12 190	12 921					
Service charges - electricity revenue		450	450	477					
Service charges - water revenue		499	499	500					
Service charges - sanitation revenue		709	709	750					
Service charges - refuse revenue		2 550	1 741	1 844					
Service charges - other		75	75	80					
Rental of facilities and equipment		102	102	108					
Interest earned - external investments		831	831	880					
Interest earned - outstanding debtors		516	517	547					
Fines		70 254	76 391	80 549					
Licences and permits		462	356	374					
Agency services		-	-	-					
Transfers recognised - operational		-	-	-					
Other revenue		-	-	-					
Gains on disposal of PPE		-	-	-					
Total future revenue		87 947	93 860	99 030		-	-	-	-
Net Financial Implications		40 319	23 345	24 276		-	-	-	-

References

1. Summarise the total capital cost until capital project is operational (M/FMA s19(2)(a))
2. Summarise the future operational costs from when projects operational (present value until the end of asset's useful life) (M/FMA s19(2)(b))
3. Summarise the future revenue from when projects are operational, including municipal tax and tariff implications, (present value until the end of asset's useful life)

KZN227 Richmond - Supporting Table SA36 Detailed capital budget

Municipal Vote/Capital project	Ref	Program/Project description	Project number	IDP Goal code 2	Individually Approved (Yes/No)	Asset Class	Asset Sub-Class	GPS co-ordinates	Total Project Estimate	Prior year outcomes		2016/17 Medium Term Revenue & Expenditure Framework			Project information	
										Audited Outcome 2014/15	Current Year 2015/16 Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	Ward location	New or renewal
R thousand	4				6	3	3	5								
Parent municipality:																
<i>List all capital projects grouped by Municipal Vote</i>																
Vote 2 - Finance & Admin	1	Shelving	1		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	100			100			All	New
	2	Office furniture	2		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	30			30			All	New
	3	Laptops	3		No	Other	Computers - hardware/equipment	29 52'16.0°530 16°19.1'E	30			30			All	New
	4	Desktop Computer	4		No	Other	Computers - hardware/equipment	29 52'16.0°530 16°19.1'E	24			24			All	New
	5	Blinds for IT Office	5		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	6			6			All	New
	6	LDV - Building Maintenance	6		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	180			180			All	New
	7	Office furniture	7		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	15			15			All	New
	8	Digital Attendance recorder	8		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	6			6			All	New
	9	Small tools	9		No	Other	Plant & equipment	29 52'16.0°530 16°19.1'E	5			5			All	New
Vote 4 - Community & Social Services	10	Library book tagging machine	10		No	Other	Furniture and other office equipment	29 52'16.0°530 16°19.1'E	125			125			All	New
Vote 3 - Planning & Development	11	Small business incubation centre	11		No	Other Assets	Other Buildings	29 52'16.0°530 16°19.1'E	2 000			2 000			All	Renewal
Vote 9 - Roads Transport	12	Slahla Access road	12		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	247			247				2 Renewal
	13	Resurfacing of residential roads Ward1	13		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	6 000			6 000	2 856			1 Renewal
	14	Construction of Sidewalks - Bambatha to nd	14		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	2 859			2 859				2 New
	15	Tarring of internal roads Ward 4	15		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	2 500			2 500	5 530	1 500		4 Renewal
	16	Construction of Uganda Road	16		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	4 500			3 420				7 New
	17	Asphalting of Smozomoni main road	17		No	Infrastructure - Road transport	Roads, Pavements & Bridges	29 52'16.0°530 16°19.1'E	3 420			4 500	7 077	11 544		6 Renewal
Vote 7 - Sport & Recreation	18	Construction of Kwabulawayo sportsfield	18		No	Community	Sportsfields & stadia	29 52'16.0°530 16°19.1'E	3 500			3 500	2 387			5
	19	ABC Sports facility	19		No	Community	Sportsfields & stadia	29 52'16.0°530 16°19.1'E	7 500			7 500				1 New
	20	XYZ Sports facility	20		No	Community	Sportsfields & stadia	29 52'16.0°530 16°19.1'E	500			500		5 620		3 New
Parent Capital expenditure	1											33 547	17 850	18 664		
Entities:																
<i>List all capital projects grouped by Entity</i>																
Entity A																
Water project A																
Entity B																
Electricity project B																
Entity Capital expenditure										-	-	-	-	-		
Total Capital expenditure										-	-	33 547	17 850	18 664		

References

1. Must reconcile with Budgeted Capital Expenditure
2. As per Table SA6
3. As per Table SA34
4. Projects that fall above the threshold values applicable to the municipality as identified in regulation 13 of the Municipal Budget and Reporting Regulations must be listed individually. Other projects by programme by Vote
5. Correct to seconds. Provide a logical starting point on networked infrastructure.
6. Distinguish projects approved in terms of MFMA section 19(1)(b) and MRRR Regulation 13

Check

26 959

KZN227 Richmond - Supporting Table SA37 Projects delayed from previous financial year/s

Municipal Vote/Capital project	Ref. 1,2	Project name	Project number	Asset Class 3	Asset Sub-Class 3	GPS co-ordinates 4	Previous target year to complete	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework		
								Original Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand							Year					
Parent municipality: <i>List all capital projects grouped by Municipal Vote</i>				<i>Examples</i>	<i>Examples</i>							
Nil												
Entities: <i>List all capital projects grouped by Municipal Entity</i>												
Entity Name Project name												

References

1. List all projects with planned completion dates in current year that have been re-budgeted in the MTREF
2. Refer MFMA s30
3. As per Table SA34
4. Correct to seconds. Provide a logical starting point on networked infrastructure.

Part 2 – Supporting Documentation

2.1 Overview of the annual budget process

Section 53 of the MFMA requires the Mayor of the municipality to provide general political guidance in the budget process and the setting of priorities that must guide the preparation of the budget. In addition Chapter 2 of the Municipal Budget and Reporting Regulations states that the Mayor of the municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the Act.

The Budget Steering Committee consists of the Mayor, Members of the Executive Committee, Municipal Manager and senior officials of the municipality. The primary aim of the Budget Steering Committee is to ensure:-

- that the process followed to compile the budget complies with legislation and good budget practices;
- that there is proper alignment between the policy and service delivery priorities set out in the municipality's IDP and the budget, taking into account the need to protect the financial sustainability of municipality;
- that the municipality's revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and
- that the various spending priorities of the different municipal departments are properly evaluated and prioritised in the allocation of resources.

2.1.1 Budget Process Overview

In terms of section 21 of the MFMA the Mayor is required to table in Council ten months before the start of the new financial year (i.e. in August 2015) a time schedule that sets out the process to revise the IDP and prepare the budget. The Mayor tabled in Council the required budget time schedule on 31 August 2015.

Key dates applicable to the process were:-

- **August 2015** : Adoption of Budget and IDP Schedule of Key deadlines;
- **September 2015** : Engagement with Sector Departments on sector specific programmes;
- **October 2015** : S52(d) Mayoral report on the implementation of the 2015/2016 budget and SDBIP;
- **November and December 2015**: Review of IDP strategies to ensure relevance;
- **January 2016** : First community consultative process, tabling of annual report 2014/2015 and Mid-Year review of Budget and SDBIP 2015/2016;
- **February 2016** : Adoption of adjustment budget 2015/2016 and Budget steering meeting to discuss input for first draft Budget 2016/2017;
- **March 2016** : Oversight report on the annual report, First draft budget to Budget steering committee, Exco and table to Council to seek approval before community participation;
- **April 2016** : Community Participation / Budget Izimbizos;
- **May 2016** : Adoption of final budget 2016/2017;
- **June 2016** : Mayor to Sign SDBIP and submission of Budget / IDP and SDBIP to relevant structures and departments.

2.1.2 IDP and Service Delivery and Budget Implementation Plan

This is the fifth review of the IDP as adopted by Council in 2006/07. It started in August 2015 after the tabling of the IDP Process Plan and the Budget Time Schedule for the 2016/17 MTREF.

The municipality's IDP is its principal strategic planning instrument, which directly guides and informs its planning, budget, management and development actions. This framework is rolled out into objectives, key performance indicators and targets for implementation which directly inform the Service Delivery and Budget Implementation Plan.

The IDP has been taken into a business and financial planning process leading up to the 2016/17 MTREF, based on the approved 2015/16 MTREF, Mid-year Review and adjustments budget. The business planning process has subsequently been refined in the light of current economic circumstances and the resulting revenue projections.

With the compilation of the 2016/17 MTREF, each department/function had to review the business planning process, including the setting of priorities and targets after reviewing the mid-year performance against the 2015/16 Departmental Service Delivery and Budget Implementation Plan. Business planning links back to priority needs and master planning, and essentially informed the detail operating budget appropriations and three-year capital programme.

2.1.3 Financial Modelling and Key Planning Drivers

As part of the compilation of the 2016/17 MTREF, extensive financial modelling was undertaken to ensure affordability and long-term financial sustainability. The following key factors and planning strategies have informed the compilation of the 2016/17 MTREF:

- Policy priorities and strategic objectives
- Asset maintenance
- Economic climate and trends (i.e inflation, household debt, migration patterns)
- Performance trends
- The approved 2016/17 adjustments budget and performance against the SDBIP
- Cash Flow Management Strategy
- Debtor payment levels
- The need for tariff increases versus the ability of the community to pay for services;
- Improved and sustainable service delivery

In addition to the above, the strategic guidance given in National Treasury' MFMA Circulars 66, 67, 70 72, 74, 75, 78 & 79 has been taken into consideration in the planning and prioritisation process.

2.1.4 Community Consultation

Once the draft budget has been approved by council the following community consultation process will begin:-

- The draft 2016/17 MTREF will be published on the municipality's website;
- Hard copies will be made available at all municipal offices and libraries;
- Notices will be placed on municipal notice boards and various libraries;
- In addition the budget will be taken out to all wards by the process of Budget and IDP Imbizo's. The applicable dates and venues will be published in two local newspapers.

All documents in the appropriate format (electronic and printed) will be provided to National Treasury and Provincial Treasury in accordance with section 23 of the MFMA, to provide an opportunity for them to make inputs.

2.2 Overview of alignment of annual budget with IDP

The Constitution mandates local government with the responsibility to exercise local developmental and cooperative governance. The eradication of imbalances in South African society can only be realized through a credible integrated developmental planning process. Municipalities in South Africa need to utilise integrated development planning as a method to plan future development in their areas and so find the best solutions to achieve sound long-term development goals. A municipal IDP provides a five year strategic programme of action aimed at setting short, medium and long term strategic and budget priorities to create a development platform, which correlates with the term of office of the political incumbents. The plan aligns the resources and the capacity of a municipality to its overall development aims and guides the municipal budget. An IDP is therefore a key instrument which municipalities use to provide vision, leadership and direction to all those that have a role to play in the development of a municipal area. The IDP enables municipalities to make the best use of scarce resources and speed up service delivery.

Integrated developmental planning in the South African context is amongst others, an approach to planning aimed at involving the municipality and the community to jointly find the best solutions towards sustainable development. Furthermore, integrated development planning provides a strategic environment for managing and guiding all planning, development and decision making in the municipality.

It is important that the IDP developed by municipalities correlate with National and Provincial intent. It must aim to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in that area. Applied to the municipality, issues of national and provincial importance should be reflected in the IDP of the municipality. A clear understanding of such intent is therefore imperative to ensure that the municipality strategically complies with the key national and provincial priorities.

The aim of this revision cycle was to develop and coordinate a coherent plan to improve the quality of life for all the people living in the area, also reflecting issues of national and provincial importance. One of the key objectives is therefore to ensure that there exists alignment between national and provincial priorities, policies and strategies and the municipality's response to these requirements.

The national and provincial priorities, policies and strategies of importance include amongst others:

- Green Paper on National Strategic Planning of 2009;
- Government Programme of Action;
- Development Facilitation Act of 1995;
- Provincial Growth and Development Strategy (GGDS);
- National and Provincial spatial development perspectives;
- Relevant sector plans such as transportation, legislation and policy;
- National Key Performance Indicators (NKPis);
- Accelerated and Shared Growth Initiative (ASGISA);
- National 2014 Vision;
- National Spatial Development Perspective (NSDP) and
- The National Priority Outcomes.

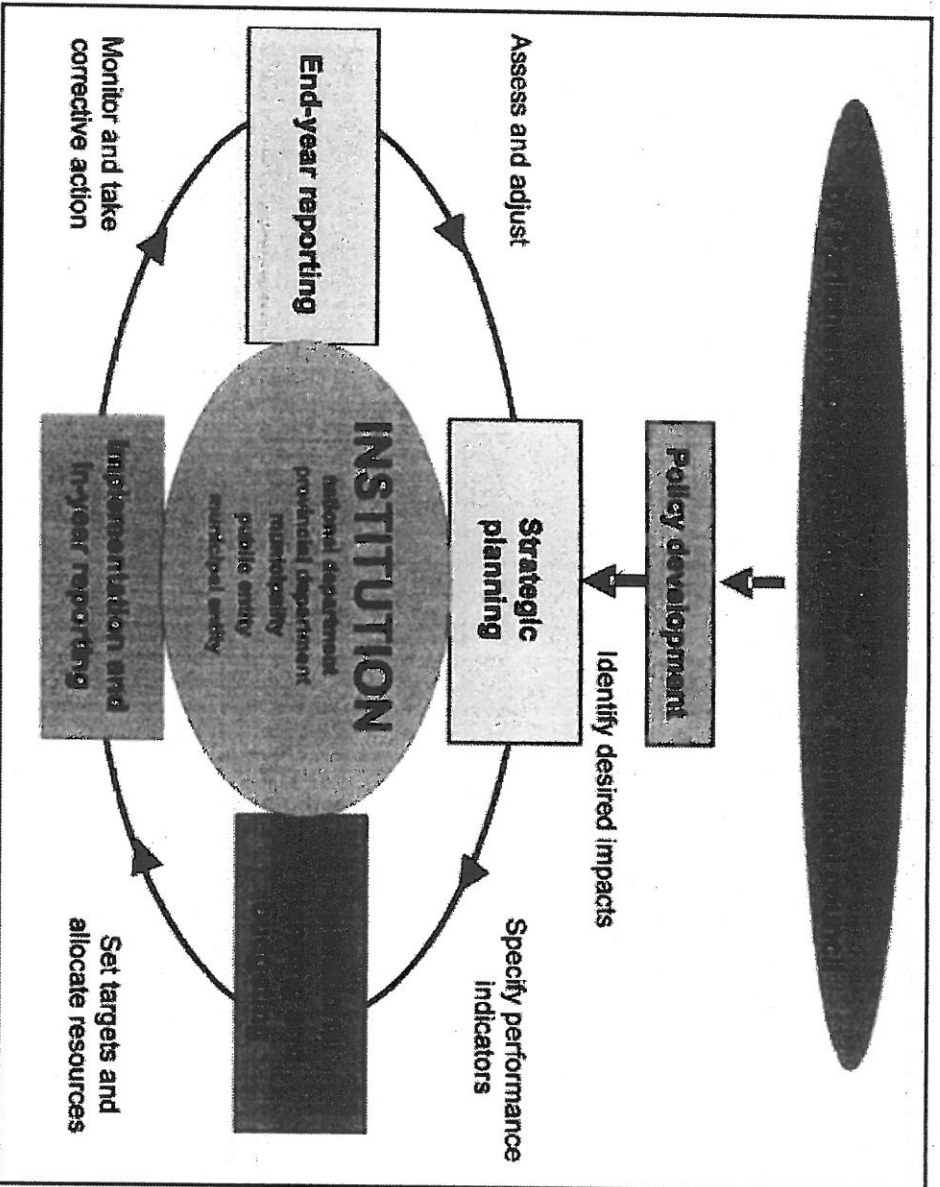
The Constitution requires local government to relate its management, budgeting and planning functions to its objectives. This gives a clear indication of the intended purposes of municipal integrated development planning. Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

2.3 Measurable performance objectives and indicators

Performance Management is a system intended to manage and monitor service delivery progress against the identified strategic objectives and priorities. In accordance with legislative requirements and good business practices as informed by the National Framework for Managing Programme Performance Information, the municipality has developed and implemented a performance management system of which system is constantly refined as the integrated planning process unfolds. The Municipality targets, monitors, assess and reviews organisational performance which in turn is directly linked to individual employee's performance.

At any given time within government, information from multiple years is being considered; plans and budgets for next year; implementation for the current year; and reporting on last year's performance. Although performance information is reported publicly during the last stage, the performance information process begins when policies are being developed, and continues through each of the planning, budgeting, implementation and reporting stages.

The planning, budgeting and reporting cycle can be graphically illustrated as follows:



2.3.1 Performance indicators and benchmarks

2.3.1.1 Liquidity

- Current ratio is a measure of the current assets divided by the current liabilities and as a benchmark the municipality has set a limit of 1, hence at no point in time should this ratio be less than 1. Going forward it will be necessary to maintain these levels.
- The liquidity ratio is a measure of the ability of the municipality to utilize cash and cash equivalents to extinguish or retire its current liabilities immediately. Ideally the municipality should have the equivalent cash and cash equivalents on hand to meet at least the current liabilities, which should translate into a liquidity ratio of 1. Anything below 1 indicates a shortage in cash to meet creditor obligations.

2.3.1.2 Revenue Management

- As part of the financial sustainability strategy, the debt collection and credit control policy has been implemented to increase cash inflow, not only from current billings but also from debtors that are in arrears in excess of 90 days.

2.3.1.3 Creditors Management

- The municipality has managed to ensure that creditors are settled within the legislated 30 days of invoice. The municipality has managed to ensure a 100 per cent compliance rate to this legislative obligation. This has had a favourable impact on suppliers' perceptions of risk

of doing business with the municipality, which is expected to benefit the municipality in the form of more competitive pricing of tenders, as suppliers compete for the municipality's business.

2.3.2 Free Basic Services: basic social services package for indigent households

In terms of the municipality's Indigent and Free Basic Services Policy registered households are entitled to 50kwh of electricity and free waste removal equivalent to once a week as well as a rebate on their property rates.

2.4 Overview of budget related-policies

The municipality's budgeting process is guided and governed by relevant legislation, frameworks, strategies and related policies.

All policies as listed hereunder, are available on the municipality's website.

The Following policies have been amended for the 2016/2017 financial year (copies attached):-

NO.	POLICY	DEPT.	AVAILABILITY	ADOPTION DATE
2.4.1	Debt Collection and Credit Control Policy	Budget & Treasury Office	Y	14/12/2010
2.4.2	Property Rates Act Policy	Budget & Treasury Office	Y	14/12/2010
2.4.3	Revenue enhancement Policy	Budget & Treasury Office	Y	14/12/2010
2.4.4	Petty Cash Policy	Budget & Treasury Office	Y	14/12/2010
2.4.5	Borrowing Policy	Budget & Treasury Office	Y	29/04/2011
2.4.6	Long Term Financial Plan Policy	Budget & Treasury Office	Y	14/12/2010
2.4.7	Supply Chain Management policy	Budget & Treasury Office	Y	29/04/2011
2.4.8	Asset management policy	Budget & Treasury Office	Y	02/2015
2.4.9	Indigent policy and Free Basic Services Policy	Budget & Treasury Office	Y	14/12/2010
2.4.10	Cash Management and Investment Policy	Budget & Treasury Office	Y	14/12/2010
2.4.11	Budget Policy	Budget & Treasury Office	Y	14/12/2010

		Treasury Office			
2.4.12	Infrastructure and Capital Investment policy	Budget & Treasury Office	Y		14/12/2010
2.4.13	Funds and Reserves Policy	Budget & Treasury Office	Y		14/12/2010
2.4.14	Tariff Policy(Including Property Rates Tariff, Refuse Removal / Solid Waste Tariff)	Budget & Treasury Office	Y		14/12/2010
2.4.15	Virement Policy	Budget & Treasury Office	Y		14/12/2010
2.4.16	Budget Implementation and Management Policy	Budget & Treasury Office			

2.4.2 Property rates Act Policy

The property Rates Act Policy has been amended in accordance with applicable legislation and comments as received from National COGTA. Whilst the policy is credible, sustainable and manageable there has been a need to review certain components to achieve a higher customer satisfaction and to take cognisance of community input.

2.4.7 Supply Chain Management Policy

The SCM policy has been reviewed to incorporate the central supplier's database as proposed and to be implemented by National Treasury.

2.5 Overview of budget assumptions

2.5.1 External factors

Owing to the economic slowdown, there are reduced payment levels by consumers. This is being addressed by the implementation of the debt collection and credit control policy. The MTBPS highlights that South Africa's economic performance has deteriorated over the past several years. Gross Domestic Product (GDP) growth of 1.4 per cent is estimated in 2016/2017, down from 3.6 per cent in 2011.

2.5.2 General inflation outlook and its impact on the municipal activities

The following factors have been taken into consideration in the compilation of the 2016/17 MTRF

- National Government macro economic targets;
- The general inflationary outlook;
- The increase in the cost of remuneration;
- The increase in the cost of services by service providers;
- Annual increases in contracted services;
- Building the capacity of local government through the "**Back to Basics**" which will focus on improving service delivery

2.5.3 Headline inflation forecasts

As per the MFMA circular 79, municipalities were requested to take the following macro-economic forecasts into consideration when preparing the 2016/2017 budgets and MTRF:-

Fiscal Year	2014/15 Actual	2015/16 Estimate	2016/17	2017/18 Forecast	2018/19
CPI Inflation	5.6%	5.4%	6.6%	6.2%	5.9%
Real GDP growth	1.6%	0.9%	1.2%	1.9%	2.5%

2.5.4 Collection rate for revenue services

The base assumption is that tariff and rating increases will increase by 6 per cent respectively. It is also assumed that the current economic conditions, volatile due to the upcoming local government elections, will continue for the forecaster term.

The rate of revenue collection is currently expressed as a percentage (90 per cent) of annual billings. There should also be an increased collection of arrear debt from the appointment of new debt collectors. The performance of arrear collections will however only be considered a source of additional cash in-flow once the performance has been carefully monitored.

2.5.5 Salary increases

The South African Local Government Bargaining Council recently entered into a three-year Salary and Wage Collective agreement for the period 01 July 2015 to 30 June 2018. The agreement reached is as follows:-

“ Subject to clause 6.3, in respect of this financial year, all employees covered by this agreement shall receive, with effect from 1 July 2016, an increase based on the average CPI percentage for the period 1 February 2015 until 31 January 2016, plus one per cent.

In the event that the average CPI percentage for the period as contemplated in clause 6.2 above is less than 5 per cent, the average CPI for this period will be deemed to be 5 per cent, and in the event that the average CPI for this period is above 10 per cent, the average CPI will be deemed to be 10 per cent. ”

2.5.6 Remuneration of Councillors

The municipality has considered the gazette on the Remuneration of Public Office bearers Act: Determination of Upper limits of Salaries, allowances and Benefits of different members of municipal council for the 2015/2016 financial year.

During 2015/2016 the municipal council had not had an elected speaker in office. The 2016/2017 budget includes the election of a speaker as the local government elections is expected to be concluded during the year.

2.5.7 Ability of the municipality to deliver and spend on the programmes

It is estimated that a spending rate of 100 per cent is achieved on operating and capital expenditure for the 2016/2017 MTRF of which performance has been factored into the cash flow budget.

2.5.8 Service Level standards

Service level standards have been formulated and are annexed hereto.

2.6 Overview of budget funding

For the medium-term, the funding strategy has been informed directly by ensuring financial sustainability and continuity.

Description	MFMA section	Ref	Current Year	2016/17 Medium Term Revenue & Expenditure Framework		
			2015/16	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Funding measures			Adjusted Budget			
Cash/cash equivalents at the year beg - R'000	18(1)b	1	47 063	45 602	58 217	71 758
Cash + investments at the yr end less applications - R'000	18(1)b	2	49 326	49 494	49 724	49 326
Cash year end/monthly employee/supplier payments	18(1)b	3	0,2	0,5	0,5	0,4
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	-	-	-	-
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	5	0,0%	0,0%	0,0%	0,0%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	0,0%	0,0%	0,0%	0,0%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	0,0%	0,0%	0,0%	0,0%
Capital payments % of capital expenditure	18(1)c,19	8	0,0%	0,0%	0,0%	0,0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10		0,0%	0,0%	0,0%
Current consumer debtors % change - incr(decr)	18(1)a	11	0,0%	12,6%	0,2%	0,3%
Long term receivables % change - incr(decr)	18(1)a	12	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	20(1)(v)	13	0,0%	0,0%	0,0%	0,0%
Asset renewal % of capital budget	20(1)(v)	14	0,0%	0,0%	0,0%	0,0%

Cash and Cash Equivalents: The municipality's cash position was discussed as part of the cash flow statement. A positive cash position, for each of the MTRF would generally be a minimum requirement, subject to the planned application of these funds such as cash backing of reserves and working capital requirements.

The forecasted Cash and Cash Equivalents for the 2016/2017 financial year shows R45 million rand.

Cash plus investments less application of funds: The purpose of this measure is to understand how the municipality has applied the available cash and investments as identified in the budgeted cash flow statement.

2.6.1 Medium-term outlook: operating revenue

The following table is a break-down of the operating revenue over the medium-term:-

Description	2016/17 Medium Term Revenue & Expenditure Framework					
	Budget Year		Budget Year		Budget Year	
	2016/17	%	+1 2017/18	%	+2 2018/19	%
R thousands						
Property rates	11 500 000	13%	12 190 000	13%	12 921 400	13%
Service charges	450 000	1%	477 000	1%	505 620	1%
Investment revenue	2 550 000	3%	2 703 000	3%	2 865 180	3%
Transfers recognised - operational	68 771 872	78%	73 535 402	78%	77 486 508	78%
Other own revenue	4 673 908	5%	4 954 342	5%	5 251 603	5%
Total Revenue (excluding capital transfers and contributions)	87 945 780		93 859 744		99 030 311	
Total Operating Expenditure	92 179 421		96 663 015		101 789 280	
Surplus / (Deficit)	-4 233 641		-2 803 271		-2 758 969	

Tariff setting plays a major role in ensuring desired levels of revenue. Getting tariffs right assists in the compilation of a credible and funded budget. The municipality derives most of its income from grants and property rates.

The revenue strategy is a function of key components such:

- Growth in the Municipalities economic development;
- Revenue management and enhancement;
- Achievement of a 90% annual collection rate;
- National Treasury guidelines;
- Achievement of a full cost recovery on service charges;
- The Property rates policy in terms of the Municipal Property Rates Act, 2004; and
- The ability to extend services and obtain cost recovery

For the medium term, the funding strategy has been informed directly by ensuring financial sustainability and continuity.

2.6.2 Medium term outlook: capital revenue

The following table is a breakdown of the funding composition of the 2016/2017 MTRF capital programme:

Funded By	Budget Year	%	Budget Year +1	%
	2015/2016		2016/2017	
National Government	22 592 000	47	31 026 050	92
Provincial Government	0		2 000 000	6
Internally generated Funds	25 054 000	53	521 000	2
TOTAL CAPITAL FUNDING	47 646 000	100	33 547 050	100

Capital grants and receipts equates to 92 per cent of the total funding source which represents R 31 million for the 2016/2017 financial year.

2.6.3 Cash Flow Management

Cash flow management and forecasting is a critical step in determining if the budget is funded over the medium-term. The table below is consistent with international standards of good financial management practice and also improves understand ability for councillors and management.

Description	Ref	Current Year 2015/2016		2014/15 Medium Term Revenue & Expenditure Framework		
		Original Budget	Adjusted Budget	Budget Year +1 2016/2017	Budget Year +1 2017/2018	Budget Year +1 2018/2019
CASH FLOW FROM OPERATING ACTIVITIES						
Receipts						
Property rates, penalties & collection charges		9 360	9 360	10 800	11 421	12 106
Service charges		405	405	499	497	500
Other revenue		4 345	4 345	2 619	2 514	2 659
Government - operating	1	69 606	69 606	70 254	76 391	80 549
Government - capital	1	17 376	17 376	33 026	17 850	18 664
Interest		2 500	2 500	2 625	1 816	1 924
Payments						
Suppliers and employees		(79 893)	(79 893)	(76 399)	(82 102)	(86 379)
Finance charges		(175)	(175)	(440)	(466)	(494)
Transfers and Grants	1			(600)	(636)	(674)
NET CASH FROM/(USED) OPERATING ACTIVITIES		23 524	23 524	42 384	27 285	28 856
CASH FLOWS FROM INVESTING ACTIVITIES						
Receipts						
Decrease (increase) other non-current receivables				2 042	2 165	2 294
Decrease (increase) in non-current investments		13 164	13 164	(24 976)	-	-
Payments						
Capital assets		(25 851)	(25 851)	(31 870)	(16 958)	(17 731)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(12 687)	(12 687)	(54 804)	(14 793)	(15 437)
CASH FLOWS FROM FINANCING ACTIVITIES						
Receipts						
Borrowing long term/refinancing				242	242	242
Payments						
Repayment of borrowing				(120)	(120)	(120)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	-	122	122	122
NET INCREASE/(DECREASE) IN CASH HELD		10 837	10 837	(12 298)	12 614	13 541
Cash/cash equivalents at the year begin:	2	31 162	47 063	57 900	45 602	58 216
Cash/cash equivalents at the year end:	2	41 999	57 900	45 602	58 216	71 757

Debt impairment expense as a % of total billable revenue	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Capital payments % of capital expenditure	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Borrowing receipts % of capital expenditure (excl. transfers)	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Current consumer debtors % change - inc/(dec)	N.A.	2,8%	5,2%	(13,7%)	0,0%	0,0%	0,0%
Long term receivables % change - inc/(dec)	N.A.	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
R&M % of Property Plant & Equipment	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Asset renewal % of capital budget	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%

National Treasury requires that the municipality assess its financial sustainability against fourteen different measures that look at various aspects of the financial health of the municipality. These measures are contained in the table above. All the information comes directly from the annual budgeted statements of financial performance, financial position and cash flows. The funding measurement table essentially measures the degree to which the proposed budget complies with the funding requirement of the MFMA.

2.7 Expenditure on grants and reconciliations of unspent funds

Description	Ref	2016/17 Medium Term Revenue & Expenditure Framework					
		Current Year 2015/16		Budget Year 2016/17		Budget Year +1 2017/18	Budget Year +2 2018/19
R thousand		Original Budget	Adjusted Budget				
EXPENDITURE:	1						
Operating expenditure of Transfers and Grants		68 579	68 414	69 360	75 459	79 570	
Operating Transfers and Grants							
National Government:							
Local Government Equitable Share		54 162	54 162	55 625	60 619	64 690	
Finance Management		1 800	1 800	1 825	1 900	1 900	
Municipal Systems Improvement		670	656	-	-	-	
EPWP Incentive		1 046	1 046	1 277	-	-	
Integrated National Electrification Programme		10 000	10 000	9 000	12 000	12 000	
MG - PMU		901	750	1 633	940	980	
		1 027	2 473	894	932	979	
Provincial Government:							
Housing		-	1 356	-	-	-	
Sport and Recreation		150	150	-	-	-	
Provincialisation of Libraries		707	707	715	744	782	
Community Library Services Grant		170	170	179	188	197	
Scholar patrol		-	90	-	-	-	
Total operating expenditure of Transfers and Grants:		69 606	70 977	70 254	76 391	80 549	

<u>Capital expenditure of Transfers and Grants</u>							
Capital Transfers and Grants		17 376	17 541	31 026	17 850	18 664	
National Government:		-	-	-	-	-	
Municipal Infrastructure Grant (MIG)		17 116	17 267	31 026	17 850	18 664	
msig							
Provincial Government:		260	274	-	-	-	
Small Town		-	-	-	-	-	
Other grant providers:		-	5 000	2 000	-	-	
		-	5 000	2 000	-	-	
		-	-	-	-	-	
Total capital expenditure of Transfers and Grants		17 376	22 541	33 026	17 850	18 664	
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		86 982	93 518	103 280	94 241	99 213	

The municipality commits to spending all grants received. Every attempt will be made to avoid an application for roll-overs.

2.8 Allocations on grants made by the municipality

Description	Current Year 2015/16		2016/17 Medium Term Revenue & Expenditure Framework			
	Original Budget	Adjusted Budget	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
R thousand						
Total Non-Cash Grants To Organisations	-	-	-	-	-	
<u>Groups of Individuals</u>						
Free basic services	545	1 155	600	636	674	
Total Non-Cash Grants To Groups Of Individuals:	545	1 155	600	636	674	
TOTAL NON-CASH TRANSFERS AND GRANTS	545	1 155	600	636	674	
TOTAL TRANSFERS AND GRANTS	545	1 155	600	636	674	

Grants to individuals are in respect to Free Basic Electricity, Free Basic Refuse and indigent rates.

2.8 Councillor and employee benefits

Summary of Employee and Councillor remuneration		Current Year 2015/16				2016/17 Medium Term Revenue & Expenditure Framework		
R thousand	Ref	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19	
Councillors (Political Office Bearers plus Other)	1	D	E	F	G	H	I	
Basic Salaries and Wages		4 473	4 280	4 280	4 642	4 920	5 215	
Other benefits and allowances		4 473	4 280	4 280	4 642	4 920	5 215	
Sub Total - Councillors		4 473	4 280	4 280	4 642	4 920	5 215	
% increase	4	11,5%	(4,3%)	-	8,4%	6,0%	6,0%	
Senior Managers of the Municipality	2							
Basic Salaries and Wages		4 469	4 487	4 487	4 801	5 089	5 395	
Pension and UIF Contributions								
Medical Aid Contributions								
Overtime								
Performance Bonus								
Motor Vehicle Allowance	3	626	386	386	672	713	755	
Post-retirement benefit obligations	6	450	604	604	672	712	755	
Sub Total - Senior Managers of Municipality		5 545	5 477	5 477	6 146	6 514	6 905	
% increase	4	44,3%	(1,2%)	-	12,2%	6,0%	6,0%	
Other Municipal Staff								
Basic Salaries and Wages		20 436	19 224	19 224	22 175	23 775	25 490	
Pension and UIF Contributions		2 969	3 158	3 158	3 225	3 451	3 692	
Medical Aid Contributions		1 637	1 463	1 463	1 527	1 634	1 748	
Overtime		125	461	461	30	32	34	
Performance Bonus		1 697	1 220	1 220	1 847	1 983	2 129	
Motor Vehicle Allowance	3	832	914	914	840	906	976	
Cellphone Allowance	3	243	242	242	269	288	308	
Housing Allowances	3	43	53	53	50	54	58	
Other benefits and allowances	3	910	1 151	1 151	1 246	1 333	1 426	
Payments in lieu of leave		1 000	1 150	1 150	900	963	1 030	
Long service awards		400	400	400	400	428	458	
Post-retirement benefit obligations	6	1 300	1 300	1 300	1 000	1 070	1 145	
Sub Total - Other Municipal Staff		31 583	30 736	30 736	33 508	35 915	38 494	
% increase	4	33,9%	(2,7%)	-	9,0%	7,2%	7,2%	
Total Parent Municipality		41 611	40 493	40 493	44 295	47 350	50 615	
		32,3%	(2,7%)	-	9,4%	6,9%	6,9%	
Sub Total - Other Staff of Entities		-	-	-	-	-	-	
% increase	4	-	-	-	-	-	-	
Total Municipal Entities		-	-	-	-	-	-	
TOTAL SALARY, ALLOWANCES & BENEFITS		41 611	40 493	40 493	44 295	47 350	50 615	
% increase	4	32,3%	(2,7%)	-	9,4%	6,9%	6,9%	
TOTAL MANAGERS AND STAFF	5,7	37 138	36 213	36 213	39 654	42 429	45 399	

The increase in respect to staff is more than 7 per cent as per the collective agreement. This is due to the following:-

- The municipality has incorporated a 7% increase;
- The new budget has also considered an additional notch increase.

2.9 Monthly targets for revenue, expenditure and cash flow

KZN227 Richmond - Supporting Table SA25 Budgeted monthly revenue and expenditure

Supporting Table SA25 Budgeted monthly revenue and expenditure																
Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source																
Property rates		-	3 450	805	805	805	805	805	805	805	805	805	805	11 500	12 190	12 921
Property rates - penalties & collection charges		38	38	38	38	38	38	38	38	38	38	38	32	450	450	477
Service charges - electricity revenue													(1)	(1)	(1)	-
Service charges - water revenue													-	-	-	-
Service charges - sanitation revenue													-	-	-	-
Service charges - refuse revenue													-	-	-	-
Service charges - other		42	42	42	42	42	42	42	42	42	42	42	41	499	499	500
Rental of facilities and equipment		59	59	59	59	59	59	59	59	59	59	59	59	709	709	750
Interest earned - external investments		213	213	213	213	213	213	213	213	213	213	213	213	2 550	1 741	1 844
Interest earned - outstanding debtors		6	6	6	6	6	6	6	6	6	6	6	6	75	75	80
Dividends received														-	-	-
Fines		9	9	9	9	9	9	9	9	9	9	9	9	102	102	108
Licences and permits		89	89	89	89	89	89	89	89	89	89	89	89	831	831	880
Agency services		43	43	43	43	43	43	43	43	43	43	43	43	516	517	547
Transfers recognised - operational		15 600	7 800	38	38	15 650	9 800	38	14 560	6 844	38	38	38	70 254	76 391	80 549
Other revenue		38	38	38	38	38	38	38	38	38	38	38	41	462	356	374
Gains on disposal of PPE													-	-	-	-
Total Revenue (excluding capital transfers and contribution)		16 116	11 766	1 321	1 321	16 971	11 121	1 321	15 881	8 165	1 321	1 321	1 316	87 945	93 859	99 030
Expenditure By Type																
Employee related costs		3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 310	39 654	42 429	45 399
Remuneration of councillors		387	387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Debt impairment														950	1 007	1 067
Depreciation & asset impairment		744	744	744	744	744	744	744	744	744	744	744	744	8 929	9 554	10 222
Finance charges		37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		681	681	681	681	681	681	681	681	681	681	681	682	8 176	8 667	9 187
Transfers and grants		50	50	50	50	50	50	50	50	50	50	50	50	600	636	674
Other expenditure		2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	28 789	28 984	29 529
Loss on disposal of PPE														-	-	-
Total Expenditure		7 602	7 602	7 602	7 602	7 602	8 552	7 602	7 602	7 602	7 602	7 602	7 607	92 179	96 663	101 789
Surplus/(Deficit)																
Transfers recognised - capital		8 514	4 164	(6 281)	(6 281)	9 369	2 569	(6 281)	8 279	563	(6 281)	(6 281)	(6 292)	(4 234)	(2 805)	(2 759)
Contributions recognised - capital		3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	33 026	17 850	18 664
Contributed assets														-	-	-
Surplus/(Deficit) after capital transfers & contributions																
Taxation		11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905
Attributable to minorities														-	-	-
Share of surplus/ (deficit) of associate														-	-	-
Surplus/(Deficit)		11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905
References																
1. Surplus (Deficit) must reconcile with Budgeted Financial Performance																

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

2.10 Annual budgets and SDBIPs – internal departments

- As per Attached draft SDBIP. (Final SDBIP to be approved by the MAYOR)

2.11 Contracts having future budgetary implications

In terms of the Municipality's Supply Chain Management Policy, no contracts are awarded beyond the medium-term revenue and expenditure framework (three years - 36 months). The municipality will have to consider the Financial Management System Contract on award under this section.

2.12 Capital expenditure details

<u>DEPARTMENT</u> <u>Finance</u>	<u>DESCRIPTION</u>	<u>FUNDING</u> <u>2016/2017</u>
	Shelving	RM 100 000,00
	Office Furniture (Desks)	RM 30 000,00
	2 Laptops	RM 30 000,00
<u>Corporate</u>	Desktop Computer - Senior Admin Clerk and Admin Officer	RM 30 000,00
	2	
	Blinds for IT Office	RM 24 000,00
	LDV - Building Maintenance	RM 6 000,00
	Office Furniture	RM 180 000,00
	Digital Attendance recorder	RM 15 000,00
	Small Tools	RM 6 000,00
		RM 5 000,00

**TOTAL BASIC
CAPITAL**

396 000,00

DEPARTMENT
ADHOC
Community

FUNDING
2016/2017

Library Book Tagging system	Dept of Arts and Culture	125 000,00
-----------------------------	--------------------------	------------

Mig funded projects

Small Business Incubation Centre	COGTA	2 000 000,00
Slahla Access Road	MIG	247 050,00
Resurfacing of residential Roads Ward 1	MIG	6 000 000,00
Construction of Sidewalk - Bambatha to Ndabikona	MIG	2 859 000,00
Tarring of internal roads - Ward 4	MIG	2 500 000,00
Construction of Kwabulawayo Sportfield - Ward 5	MIG	4 500 000,00
Construction of Uganda Road - Ward 7	MIG	3 420 000,00
Asphalting of Smozomeni Main road - Ward 6	MIG	3 500 000,00
ABC Sport facility	MIG	7 500 000,00
XYZ Sport facility Project	MIG	500 000,00

33 151 050,00

33 547 050,00

2.13 Legislation compliance status

Compliance with the MFMA implementation requirements have been substantially adhered to through the following activities:

1. In year reporting

Reporting to National Treasury in electronic format was fully complied with on a monthly basis. Section 71 reporting to the Mayor (within 10 working days) is undertaken on a monthly basis.

2. Internship programme

The municipality is participating in the Municipal Financial Management Internship programme and has employed five interns undergoing training in various divisions of the Budget and Treasury Office. Since the introduction of the Internship programme the municipality has successfully employed and trained 15 interns through this programme.

3. Budget and Treasury Office

The Budget and Treasury Office has been established in accordance with the MFMA.

4. Audit Committee

An Audit Committee has been established and is fully functional.
5. Service Delivery and Implementation Plan

The detailed SDBIP document is at a draft stage and will be finalised after approval of the 2016/17 MTREF in April 2016 directly aligned and informed by the 2016/17 MTREF.
6. Annual Report

Annual report is compiled in terms of the MFMA and National Treasury requirements.
7. MFMA Training

The MFMA training module is available in electronic format.
8. Policies

All financial policies are reviewed and adopted annually as part of the budget process.
2.14 Other supporting documents

- As per Attached tables

2.15 Municipal manager's quality certificate

I Mr E S Sithole, Municipal manager of Richmond Municipality, hereby certify that the annual budget and supporting documentation have been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act, and that the annual budget and supporting documents are consistent with the Integrated Development Plan of the municipality.

Mr E S Sithole

Municipal manager of **RICHMOND MUNICIPALITY (KZ227)**

Signature _____

Date 11/03/2016



RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

2.14 OTHER SUPPORTING DOCUMENTATION

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget

	Revised	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019		
REVENUE	-119 498 804,89	-120 971 830,00	-111 708 744,20	-117 694 310,65		
EXPENDITURE	96 904 378,75	92 179 421,23	96 663 015,07	101 789 280,22	121121830	150 000,00
NET SURPLUS/DEFICIT	-22 594 426,14	-28 792 408,77	-15 045 729,13	-15 905 030,43	92329420	-149 998,77
	28 787 321,69	33 151 050,00	17 850 000,00	18 664 000,00		
MIG	17 267 000,00	31 026 050,00	17 850 000,00	18 664 000,00		
MIG Prior Yr	2 679 641,35	-	-	-		
Best Performing	853 000,00	-	-	-		
Small Town	6 220 631,42	2 000 000,00	-	-	-87 945 780,00	-93 858 744,20
MSIG	274 400,00	-	-	-		-99 030 310,65
Insurance	1 441 648,92	-	-	-		
Sports and recreation	51 000,00	-	-	-		
Library services	-	125 000,00	-	-		
	6 192 895,55	4 358 641,23	2 804 270,87	2 758 969,57	4 233 641,23	
Bridge Finance	-4 300 000,00					
	1 892 895,55	4 358 641,23	2 804 270,87	2 758 969,57		

RICHMOND MUN RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
COUNCIL

Tn Fn Dp Sc ItemSub Description

COUNCIL

1 10 10 10 3730000 ADDITIONAL COUNCILOR SUP PORT

1	10	10	10	5010000	SALARIES				
1	10	10	10	5011000	ANNUAL BONUS	449 380,00	495 161,88	529 823,21	566 910,84
1	10	10	10	5040000	OVERTIME	33 265,00	41 263,49	44 151,93	47 242,57
1	10	10	10	5060000	CELL PHONE ALLOWANCE	5 000,00	5 000,00	5 350,00	5 724,50
1	10	10	10	5094000	PERFORMANCE INCENTIVE	7 176,00	11 088,00	11 864,16	12 694,65
1	10	10	10	5095000	NON-PENSIONABLE ALLOWANCE	4 240,00	5 000,00	5 350,00	5 724,50
1	10	10	10	5100000	PENSION	4 200,00	4 200,00	4 494,00	4 808,58
1	10	10	10	5140000	I/COUNCIL LEVY	10 560,00	33 050,00	35 363,50	37 838,95
1	10	10	10	5150000	UIF	290,00	384,00	410,88	439,64
1	10	10	10	5160000	SKILLS LEVY	5 185,00	5 530,00	5 917,10	6 331,30
1	10	10	10	5260000	MAYOR	4 250,00	5 530,00	5 917,10	6 331,30
1	10	10	10	5270000	CELLPHONE ALLOWANCE	758 818,00	803 500,00	851 710,00	902 812,60
1	10	10	10	5271000	DATA CARDS	290 000,00	310 000,00	328 600,00	348 316,00
1	10	10	10	5280000	DEPUTY MAYOR	51 000,00	62 500,00	66 250,00	70 225,00
1	10	10	10	5290000	COUNCILORS	339 000,00	355 300,00	376 618,00	399 215,08
1	10	10	10	5300000	SPEAKER OF COUNCIL	2 515 000,00	2 421 900,00	2 567 214,00	2 721 246,84
1	10	10	10	5310000	MEMBER OF EXCO	9 000,00	355 300,00	376 618,00	399 215,08
1	10	10	10	5510000	DEPRECIATION	317 126,00	333 100,00	353 086,00	374 271,16
1	10	10	10	5670000	CHEV CAPTIVA- NK 5327	75 000,00	79 500,00	84 270,00	89 326,20
1	10	10	10	6110000	INTEREST EXTERNAL LOANS	40 000,00	42 400,00	44 944,00	47 640,64
1	10	10	10	6205000	CELL PHONE CONTRACTS	20 000,00	25 000,00	26 500,00	28 090,00
1	10	10	10	6220000	HIRE PHOTOCOPIER	17 000,00	24 000,00	26 550,00	29 228,00
1	10	10	10	6250000	LEASE OF VEHICLES	10 000,00	18 600,00	19 800,00	21 120,00
1	10	10	10	6285000	TRACKER	250 000,00	-	-	-
1	10	10	10	6310001	MAGMA: ARMED RESPONSE	2 200,00	2 450,00	2 600,00	2 610,00
1	10	10	10	6590000	CATERING (MUNICIPAL FUNC	2 200,00	2 310,00	2 541,00	2 564,00
1	10	10	10	6720005	FUEL & OIL-CHEV CAPTIVA NK 5327	50 000,00	-	-	-
1	10	10	10	6955000	LICENCES VEHICLES	60 000,00	63 600,00	67 416,00	71 460,96
1	10	10	10	7000000	LEVIES SALGA	1 484,00	1 573,04	1 667,42	1 767,47
1	10	10	10	7050000	COUNCIL MARKETING	500 000,00	500 000,00	530 000,00	561 800,00
1	10	10	10	7060000	POSTAGE	50 000,00	25 000,00	26 500,00	28 090,00
1	10	10	10	7090000	PRINTING & STATIONERY	1 000,00	1 000,00	1 060,00	1 123,60
1	10	10	10	7190000	SEMINARS & CONFERENCES	20 000,00	30 000,00	31 800,00	33 708,00
1	10	10	10	7220000	SIYAFUNDA CAMPAIGN	50 000,00	50 000,00	53 000,00	56 180,00
1	10	10	10	7230000	SUBSISTENCE;TRAVEL &ACCO	20 000,00	20 000,00	21 200,00	22 472,00
1	10	10	10	7250000	SUBS (PERIOD.&PAPERS)	360 000,00	250 000,00	265 000,00	280 900,00
1	10	10	10	7320000	WARD COMMITTEES	2 500,00	3 000,00	3 180,00	3 370,80
1	10	10	10	7431000	IMPAIRMENT LOSS	500 400,00	500 000,00	530 000,00	561 800,00
						1 000,00	-	-	-
						6 836 274,00	6 886 240,41	7 306 766,31	7 752 600,25

RICHMOND MUNIC RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
MUNICIPAL MANAC

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	10	20	5010000	SALARIES	1 470 640,00	1530050	1637154	1751754
1	10	10	20	5011000	ANNUAL BONUS	131 980,00	190500	203835	218103
1	10	10	20	5040000	OVERTIME	10 000,00	0	0	0
1	10	10	20	5050000	HOUSING	-	0	0	0
1	10	10	20	5060000	CELL PHONE ALLOWANCE	17 064,00	17100	18297	19578
1	10	10	20	5090000	TRAVELLING ALLOWANCE	210 400,00	240000	256800	274776
1	10	10	20	5094000	PERFORMANCE INCENTIVE	4 220,00	4190	4483	4797
1	10	10	20	5100000	PENSION	37 950,00	57100	61097	65374
1	10	10	20	5120000	MEDICAL AID	57 055,00	63110	67528	72255
1	10	10	20	5140000	I/COUNCIL LEVY	255,00	300	321	343
1	10	10	20	5150000	UIF	6 300,00	9000	9630	10304
1	10	10	20	5160000	SKILLS LEVY	14 700,00	9000	9630	10304
1	10	10	20	5510000	DEPRECIATION	60 000,00	63600	67416	71460,96
1	10	10	20	6110000	INTEREST EXTERNAL LOANS	20 000,00	25000	26500	28090
1	10	10	20	6205000	CELL PHONE CONTRACTS	31 000,00	36155	40490	45350
1	10	10	20	6220000	HIRE PHOTOCOPIER	15 000,00	31200	33000	35000
1	10	10	20	6245000	INTERNAL AUDIT	850 000,00	700000	742000	786520
1	10	10	20	6590000	CATERING (MUNICIPAL FUNC	47 100,00	0	0	0
1	10	10	20	6905000	IDP; BUDGET AND STRATEGI C PLANNING	80 000,00	100000	106000	112360
1	10	10	20	6935000	LEGAL FEES	450 000,00	300000	318000	337080
1	10	10	20	7052000	MARKETING / COMMUNICATIO N (NEWSLETTER)	90 000,00	100000	106000	112360
1	10	10	20	7090000	PRINTING & STATIONERY	25 000,00	20000	21200	22472
1	10	10	20	7120000	PROFFESIONAL SUBS	5 000,00	5000	5300	5618
1	10	10	20	7190000	SEMINARS & CONFERENCES	25 000,00	20000	21200	22472
1	10	10	20	7230000	SUBSISTENCE;TRAVEL &ACCO	172 900,00	100000	106000	112360
1	10	10	20	7250000	SUBS (PERIOD.&PAPERS)	8 000,00	8000	8480	8988,8
1	10	10	20	7431000	IMPAIRMENT LOSS	1 000,00	0	0	0
						3 840 564,00	3 629 305,00	3 870 360,50	4 127 720,48

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
FINANCE

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	15	5	3010000	RATES & GENERAL	-10 600 000,00	-11 500 000,00	-12 190 000,00	-12 921 400,00
1	10	15	5	3180000	INTEREST & COLLECTION CHARGES	-700 000,00	-450 000,00	-477 000,00	-505 620,00
1	10	15	5	3320000	RENT RICHMOND COUNTRY CLUB	-6 000,00	-6 000,00	-6 000,00	-6 000,00
1	10	15	5	3380000	INTEREST INVESTMENTS	-3 000 000,00	-2 500 000,00	-2 650 000,00	-2 809 000,00
1	10	15	5	3381000	INTEREST : BANK ACCOUNT	-85 000,00	-50 000,00	-50 000,00	-50 000,00
1	10	15	5	3420000	INTEREST ON ACCOUNTS	-50 000,00	-50 000,00	-50 000,00	-50 000,00
1	10	15	5	3680000	INTERGOVERNMENTAL- EQUITABLE SHARE	-45 683 506,00	-49 262 345,00	-56 166 250,00	-59 994 000,00
1	10	15	5	3700000	FMG GRANT	-1 800 000,00	-1 825 000,00	-1 900 000,00	-1 900 000,00
1	10	15	5	4222000	INSURANCE CLAIMS	-1 441 648,92	-	-	-
1	10	15	5	4230000	RATES CLEARANCE CERTIFICATE	-9 930,00	-5 000,00	-5 300,00	-5 618,00
1	10	15	5	4300000	COMMISSION PAYROLL DEDUCTION	-15 000,00	-10 000,00	-10 600,00	-11 236,00
1	10	15	5	4330000	VALUATION ROLL SALES	-	-	-	-
1	10	15	5	4340000	TENDER DEPOSITS	-70 000,00	-30 000,00	-31 800,00	-33 708,00
						-63 461 084,92	-65 688 345,00	-73 536 950,00	-78 286 582,00
1	10	15	5	5010000	SALARIES	2 924 990,00	3 348 400,00	3 582 788,00	3 833 583,16
1	10	15	5	5011000	ANNUAL BONUS	177 010,00	332 000,00	355 240,00	380 106,80
1	10	15	5	5040000	OVERTIME	1 000,00	-	-	-
1	10	15	5	5050000	HOUSING ALLOWANCE	17 400,00	14 400,00	15 408,00	16 486,56
1	10	15	5	5060000	CELL PHONE ALLOWANCE	24 276,00	23 688,00	25 346,16	27 120,39
1	10	15	5	5090000	TRAVELLING ALLOWANCE	230 400,00	240 000,00	256 800,00	274 776,00
1	10	15	5	5094000	PERFORMANCE INCENTIVE	21 790,00	24 180,00	25 872,60	27 683,68
1	10	15	5	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4 200,00	4 494,00	4 808,58
1	10	15	5	5096000	LEAVE ENCASHMENT	1 150 000,00	900 000,00	963 000,00	1 030 410,00
1	10	15	5	5100000	PENSION	308 460,00	330 000,00	353 100,00	377 817,00
1	10	15	5	5120000	MEDICAL AID	275 255,00	376 000,00	402 320,00	430 482,40
1	10	15	5	5140000	I/COUNCIL LEVY	1 080,00	1 160,00	1 241,20	1 328,08
1	10	15	5	5150000	UIF	24 880,00	27 650,00	29 585,50	31 656,49
1	10	15	5	5160000	SKILLS LEVY	30 750,00	27 650,00	29 585,50	31 656,49
1	10	15	5	5170000	CONTRIBUTIONS TO PRMB	1 300 000,00	1 000 000,00	1 060 000,00	1 123 600,00
1	10	15	5	5171000	PROVISION FOR LONG SERVICE AWARD	400 000,00	400 000,00	424 000,00	449 440,00
1	10	15	5	5410000	IMPAIRMENT: RATES	1 535 000,00	800 000,00	848 000,00	898 880,00
1	10	15	5	5411000	IMPAIRMENT: OTHER	100 000,00	150 000,00	159 000,00	168 540,00
1	10	15	5	5470000	COLLECTION COSTS	80 000,00	100 000,00	106 000,00	112 360,00
1	10	15	5	5510000	DEPRECIATION	215 004,00	227 904,24	241 578,49	256 073,20
1	10	15	5	6110000	INTEREST EXTERNAL LOANS	20 000,00	25 000,00	26 500,00	28 090,00
1	10	15	5	6115000	BANK CHARGES	110 000,00	120 000,00	127 200,00	134 832,00
1	10	15	5	6205000	CELL PHONE CONTRACTS	29 000,00	31 980,00	35 800,00	40 000,00
1	10	15	5	6210000	COMPUTERS: MAINTENANCE LEVIES AND LICENCE CH	250 000,00	271 870,00	301 850,00	355 180,00
1	10	15	5	6211000	DEEDS OFFICE RETURNS	13 000,00	13 000,00	14 255,00	15 680,00
1	10	15	5	6220000	HIRE PHOTOCOPIER	10 000,00	18 600,00	19 800,00	21 120,00
1	10	15	5	6230000	INSURANCE	500 000,00	600 000,00	672 000,00	738 000,00
1	10	15	5	6270000	TENDER APPEALS	10 000,00	20 000,00	21 200,00	22 472,00
1	10	15	5	6310000	MUNICIPAL SECURITY	-	60 000,00	64 805,00	70 000,00
1	10	15	5	6313000	MUNICIPAL VALUER	236 000,00	326 000,00	-	-
1	10	15	5	6520000	AUDIT FEES	1 250 000,00	1 300 000,00	1 378 000,00	1 460 680,00
1	10	15	5	6590000	CATERING (MUNICIPAL FUNC	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5		DATA CLEANSING	-	-	-	-
1	10	15	5	6710000	FMG	1 800 000,00	1 825 000,00	1 900 000,00	1 900 000,00
1	10	15	5	6710000	FINANCIAL MANAGEMENT SYSTEM	-	1 500 000,00	-	-
1	10	15	5	6720000	FUEL & OIL	2 000,00	2 000,00	2 120,00	2 247,20
1	10	15	5	6740000	FREE BASIC SERVICES GRANT	240 000,00	-	-	-
1	10	15	5	7060000	POSTAGE	80 000,00	100 000,00	106 000,00	112 360,00
1	10	15	5	7090000	PRINTING & STATIONERY	90 000,00	90 000,00	95 400,00	101 124,00
1	10	15	5	7120000	PROFESSIONAL SUBS	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5		REVENUE ENHANCEMENT STRATEGY	-	-	-	-
1	10	15	5	7150000	COURIER SERVICES	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5	7190000	SEMINARS & CONFERENCES	25 000,00	20 000,00	21 200,00	22 472,00
1	10	15	5	7230000	SUBSISTENCE; TRAVEL & ACCO	80 000,00	80 000,00	84 800,00	89 888,00
1	10	15	5	7301001	VALUATION APPEAL BOARD	5 000,00	5 000,00	5 300,00	5 618,00
1	10	15	5	7301001	VALUATION ROLL TENDER	-	-	-	-
1	10	15	5	7431000	IMPAIRMENT LOSS	1 000,00	-	-	-
						13 588 295,00	14 750 682,24	13 775 489,45	14 613 426,03

RICHMOND MUNIC RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
CORPORATE

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	15	30	3790000	MSIG	-930 000,00	0	0	0
1	10	15	30	4290000	SETA REFUNDS	-60 000,00	-60000	-66000	-72600
						-990 000,00	-60 000,00	-66 000,00	-72 600,00
1	10	15	30	5010000	SALARIES	3 418 990,00	3509300	3754951	4017797,57
1	10	15	30	5011000	ANNUAL BONUS	275 610,00	344550	368668,5	394475,295
1	10	15	30	5040000	OVERTIME	5 000,00	0	0	0
1	10	15	30	5050000	HOUSING ALLOWANCE	8 400,00	14400	15408	16486,56
1	10	15	30	5060000	CELL PHONE ALLOWANCE	27 464,00	30000	32100	34347
1	10	15	30	5090000	TRAVELLING ALLOWANCE	204 000,00	252000	269640	288514,8
1	10	15	30	5094000	PERFORMANCE INCENTIVE	27 540,00	25900	27713	29652,91
1	10	15	30	5095000	NON-PENSIONABLE ALLOWANCE	38 660,00	39000	41730	44651,1
1	10	15	30	5100000	PENSION	365 900,00	353500	378245	404722,15
1	10	15	30	5120000	MEDICAL AID	172 445,00	213000	227910	243863,7
1	10	15	30	5130000	UNIFORMS	87 000,00	100000	107000	114490
1	10	15	30	5140000	1/COUNCIL LEVY	1 620,00	1700	1819	1946,33
1	10	15	30	5150000	UIF	30 130,00	30000	32100	34347
1	10	15	30	5160000	SKILLS LEVY	36 200,00	30000	32100	34347
1	10	15	30	5510000	DEPRECIATION	55 000,00	58300	61798	65506
1	10	15	30	5570000	OFFICE MACHINES(IT EQUIP	40 000,00	50000	53000	56180
1	10	15	30	5580000	BUILDINGS	73 000,00	100000	100000	100000
1	10	15	30	5950000	CHICO-NK4528	10 000,00	15000	15900	16854
1	10	15	30		R&M: NEW LDV	-	10000	10600	11236
1	10	15	30	6110000	INTEREST EXTERNAL LOANS	20 000,00	200000	250000	250000
1	10	15	30	6205000	CELL PHONE CONTRACTS	35 000,00	37820	42330	47400
1	10	15	30	6220000	HIRE PHOTOCOPIER	15 000,00	38000	40000	43000
1	10	15	30		LEASE OF PRINTERS	-	25200	25200	25200
1	10	15	30	6240000	INTERNET SUBSCRIPTIONS	3 900,00	3900	3900	3900
1	10	15	30	6251000	LEASE OF SWITCHBOARD	184 200,00	300500	300500	200500
1	10	15	30	6261000	RECORDING SYSTEM	5 000,00	4380	4820	5300
1	10	15	30	6265000	SWITCHBOARD- AUTOPAGE	30 000,00	0	0	0
1	10	15	30	6267000	STEINER HYGIENE	6 000,00	6600	7260	7320
1	10	15	30	6510000	ADVERTISING	250 000,00	250000	250000	250000
1	10	15	30	6590000	CATERING (MUNICIPAL FUNC	15 000,00	0	10000	10000
1	10	15	30	6610000	CLEANING MATERIALS	70 000,00	80000	84800	89888
1	10	15	30	6611000	COMPETENCY TESTS	10 000,00	10000	10600	11236
1	10	15	30	6660000	DOCTORS FEES	38 000,00	5000	5300	5618
1	10	15	30	6720000	FUEL & OIL	5 000,00	2000	2120	2247
1	10	15	30	6720003	FUEL & OIL- VW CHICO	10 000,00	10000	10600	11236
1	10	15	30		NEW LDV	-	36000	38160	40450
1	10	15	30	6760000	GENERAL EXPENSES	10 000,00	0	0	0
1	10	15	30	6906000	JOB EVALUATION COMMITTEE	20 000,00	25000	26500	28090
1	10	15	30	7060000	POSTAGE	1 000,00	1500	1590	1685
1	10	15	30	7070000	MSIG GRANT	655 600,00	0	0	0
1	10	15	30	7089000	PERFORMANCE MANAGEMENT E VALUATION COMMITTEE	120 000,00	150000	159000	168540
1	10	15	30	7090000	PRINTING & STATIONERY	75 000,00	75000	79500	84270
1	10	15	30	7120000	PROFESSIONAL SUBS	2 000,00	2000	2120	2247
1	10	15	30	7190000	SEMINARS & CONFERENCES	24 000,00	20000	21200	22472
1	10	15	30	7210000	SKILLS DEVELOPMENT	200 000,00	100000	106000	112360
1	10	15	30	7230000	SUBSISTENCE;TRAVEL &ACCO	70 000,00	50000	53000	56180
1	10	15	30	7270000	TELEPHONE	300 000,00	300000	318000	337080
1	10	15	30	7271000	VERIFICATION OF QUALIFIC ATIONS	10 000,00	10000	10600	11236
1	10	15	30	7330000	WCA	280 000,00	300000	318000	337080
1	10	15	30	7430000	BURSARY	100 000,00	50000	53000	56180
1	10	15	30	7431000	IMPAIRMENT LOSS	1 000,00	0	0	0
						7 442 659,00	7 269 550,00	7 764 782,50	8 130 132,70

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
COMMUNITY

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	5	3680000	INTERGOVERNMENTAL- EQUIT ABLE SHARE
1	10	25	5	3715000	SPORTS & REC: CARETAKER GRANT

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-880 000,00	-550000	-665500	-710000
-150 000,00	0	0	0
-1 030 000,00	-550 000,00	-665 500,00	-710 000,00

1	10	25	5	5010000	SALARIES
1	10	25	5	5011000	ANNUAL BONUS
1	10	25	5	5030000	ACTING ALLOWANCE
1	10	25	5	5040000	OVERTIME
1	10	25	5	5060000	CELL PHONE ALLOWANCE
1	10	25	5	5090000	TRAVELLING ALLOWANCE
1	10	25	5	5094000	PERFORMANCE INCENTIVE
1	10	25	5	5100000	PENSION
1	10	25	5	5120000	MEDICAL AID
1	10	25	5	5140000	I/COUNCIL LEVY
1	10	25	5	5150000	UIF
1	10	25	5	5160000	SKILLS LEVY
1	10	25	5	5510000	DEPRECIATION
1	10	25	5	5663000	ISUZU : NK 4457
1	10	25	5	5952000	NK 2680 (HOUSING)
1	10	25	5	6205000	CELL PHONE CONTRACTS
1	10	25	5	6315000	SPCA - CONTRACT
1	10	25	5	6480000	ARTS & CULTURE
1	10	25	5	6490000	AIDS AWARENESS
1	10	25	5	6590000	CATERING (MUNICIPAL FUNC
1	10	25	5	6670000	DISASTER MGMT IMPLEMENT
1	10	25	5	6671000	DISABILITY PROGRAMMES
1	10	25	5	6720041	F&O: NK 2680 (HOUSING)
1	10	25	5	6720043	F&O: NK4457
1	10	25	5	6751000	FBE
1	10	25	5	6930000	SALGA GAMES
1	10	25	5	6955000	LICENCES VEHICLES
1	10	25	5	7060000	POSTAGE
1	10	25	5	7090000	PRINTING & STATIONERY
1	10	25	5	7120000	PROFESSIONAL SUBS
1	10	25	5	7186000	SPORTS AND RECREATION GR ANT - CARETAKER
1	10	25	5	7187000	SENIOR CITIZEN
1	10	25	5	7190000	SEMINARS & CONFERENCES
1	10	25	5	7215000	SPORTS AND RECREATION
1	10	25	5	7230000	SUBSISTENCE;TRAVEL & ACCO
1	10	25	5	7386000	SUKHUMA SAKHE
1	10	25	5	7431000	IMPAIRMENT LOSS

1 490 690,00	1598500	1710395	1830122,65
103 250,00	185320	198292,4	212172,868
20 000,00	0	0	0
5 000,00	0	0	0
28 950,00	33550	35898,5	38411,395
117 000,00	132000	141240	151126,8
6 250,00	6800	7276	7785,32
90 390,00	92700	99189	106132,23
79 830,00	46600	49862	53352,34
360,00	400	428	457,96
7 165,00	7700	8239	8815,73
14 910,00	7700	8239	8815,73
1 200 000,00	1250000	1325000	1404500
15 000,00	15900	16854	17865,24
10 000,00	10000	10600	11236
28 000,00	40400	45200	50580
90 000,00	150000	159000	168540
65 000,00	25000	26500	28090
30 000,00	25000	26500	28090
10 000,00	0	0	0
60 000,00	60000	63600	67416
55 000,00	25000	26500	28090
25 000,00	26500	28090	29775,4
20 000,00	21200	22472	23820,32
880 000,00	550000	665500	710000
300 000,00	200000	212000	224720
2 500,00	3000	3180	3370,8
1 000,00	1000	1060	1123,6
12 000,00	10000	10600	11236
2 000,00	2000	2120	2247,2
99 000,00	0	0	0
60 000,00	25000	26500	28090
10 000,00	10000	10600	11236
20 000,00	0	0	0
40 000,00	30000	31800	33708
30 000,00	25000	26500	28090
25 000,00	10000	10600	11236
5 053 295,00	4 626 270,00	5 009 834,90	5 340 253,58

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
CEMETRY

Tn Fn Dp Sc ItemSub Description
 1 10 25 10 4150000 FEES BURIAL
 1 10 25 10 4155000 LEVY CEMETRY

1 10 25 10 5010000 SALARIES
 1 10 25 10 5011000 ANNUAL BONUS
 1 10 25 10 5040000 OVERTIME
 1 10 25 10 5094000 PERFORMANCE INCENTIVE
 1 10 25 10 5100000 PENSION
 1 10 25 10 5120000 MEDICAL AID
 1 10 25 10 5140000 I/COUNCIL LEVY
 1 10 25 10 5150000 UIF
 1 10 25 10 5160000 SKILLS LEVY
 1 10 25 10 5510000 DEPRECIATION
 1 10 25 10 5612000 GENERAL MAINTENANCE
 1 10 25 10 6310000 SECURITY
 1 10 25 10 6570000 CHEMICALS
 1 10 25 10 7360000 PAUPER BURIALS
 1 10 25 10 7365000 BURIAL SUPPORT FOR INDIG ENTS

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-30 000,00	-25000	-26500	-28090
-45 000,00	-30000	-31800	-33708
-75 000,00	-55 000,00	-58 300,00	-61 798,00
85 190,00	88150	94321	100923
7 100,00	7350	7865	8415
10 000,00	0	0	0
850,00	880	942	1008
11 630,00	12030	12872	13773
10 275,00	0	0	0
90,00	96	103	110
925,00	955	1022	1093
850,00	955	1022	1093
1 815,00	1924	2039	2162
10 000,00	10000	10600	11236
-	280150	302570	326775
3 000,00	5000	5300	5618
15 000,00	15000	15900	16854
50 000,00	50000	53000	56180
206 725,00	472 489,90	507 554,45	545 239,97

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
HOUSING

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	10	3681000	Zwelethu Housing

1	10	25	10	6646000	Zwelethu Housing
---	----	----	----	---------	------------------

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-1 355 753,20			
-1 355 753,20	-	-	-
1 355 753,20			
1 355 753,20	-	-	-

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
LIBRARY SERVICES

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	20	3520000	LIBRARY FINES	-2 500,00	-2000	-2120	-2247
1	10	25	20	3682000	COMM LIB SERV GRANT	-170 000,00	-179000	-188000	-197000
1	10	25	20		COMM LIB SERV GRANT		-125000	0	0
1	10	25	20	3852000	PROVINC. OF LIBRARIES	-707 000,00	-715000	-744000	-782000
1	10	25	20	4110000	COPIES	-5 000,00	-2500	-2650	-2809
1	10	25	20	4225000	LIBRARY LOST BOOKS				
						-884 500,00	-1 023 500,00	-936 770,00	-984 056,20
1	10	25	20	5010000	SALARIES	838 015,00	977110	1045507,7	1118693,239
1	10	25	20	5011000	ANNUAL BONUS	68 590,00	81425	87124,75	93223,4825
1	10	25	20	5030000	ACTING ALLOWANCE	5 500,00	0	0	0
1	10	25	20	5060000	CELL PHONE ALLOWANCE	18 188,00	5688	6086,16	6512,1912
1	10	25	20	5090000	TRAVELLING ALLOWANCE	96 600,00	96000	102720	109910,4
1	10	25	20	5094000	PERFORMANCE INCENTIVE	2 510,00	9800	10486	11220,02
1	10	25	20	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	20	5100000	PENSION	160 530,00	133400	142738	152729,66
1	10	25	20	5120000	MEDICAL AID	81 630,00	85200	91164	97545,48
1	10	25	20	5140000	I/COUNCIL LEVY	540,00	580	620,6	664,042
1	10	25	20	5150000	UIF	10 590,00	11600	12412	13280,84
1	10	25	20	5160000	SKILLS LEVY	8 830,00	11600	12412	13280,84
1	10	25	20	5510000	DEPRECIATION	71 225,55	75499	80029	84831
1	10	25	20	6110000	INTEREST EXTERNAL LOANS	15 000,00	25000	26500	28090
1	10	25	20	6220000	HIRE PHOTOCOPIER	10 000,00	33600	34800	36000
1	10	25	20	6310001	MAGMA: ARMED RESPONSE	2 200,00	2 310,00	2 541,00	2 564,00
1	10	25	20	6590000	CATERING (MUNICIPAL FUNC	8 000,00	0	0	0
1	10	25	20	6591000	COMM LIB SERVICES GRANT	170 000,00	179000	188000	197000
1	10	25	20	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	20	6720000	FUEL & OIL		0	0	0
1	10	25	20	6940000	LIBRARY BOOKS	30 000,00	20000	21200	22472
1	10	25	20	6945000	LIBRARY ACTIVITIES	10 000,00	10000	10600	11236
1	10	25	20	6950000	LICENCES TELEVISION	1 000,00	1500	1590	1685,4
1	10	25	20	7060000	POSTAGE	5 000,00	5000	5300	5618
1	10	25	20	7090000	PRINTING & STATIONERY	15 000,00	15000	15900	16854
1	10	25	20	7120000	PROFESSIONAL SUBS	3 000,00	3000	3180	3370,8
1	10	25	20	7190000	SEMINARS & CONFERENCES	5 000,00	5000	5300	5618
1	10	25	20	7230000	SUBSISTENCE;TRAVEL &ACCO	42 000,00	40000	42400	44944
1	10	25	20	7250000	SUBS (PERIOD.&PAPERS)	10 000,00	10000	10600	11236
1	10	25	20	7270000	TELEPHONE	5 000,00	10000	10600	11236
						1 708 948,55	1 861 512,08	1 984 905,24	2 115 859,74

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
INHLAZUKA

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	30	3260000	HALL HIRE FEES
1	10	25	30	3330000	RENTAL SHOPS AND TAXI RANK
1	10	25	30	5010000	SALARIES
1	10	25	30	5011000	ANNUAL BONUS
1	10	25	30	5060000	CELL PHONE ALLOWANCE
1	10	25	30	5094000	PERFORMANCE INCENTIVE
1	10	25	30	5100000	PENSION
1	10	25	30	5120000	MEDICAL AID
1	10	25	30	5130000	UNIFORMS
1	10	25	30	5140000	I/COUNCIL LEVY
1	10	25	30	5150000	UIF
1	10	25	30	5160000	SKILLS LEVY
1	10	25	30	5510000	DEPRECIATION
1	10	25	30	5580000	BUILDINGS
1	10	25	30	5651000	ISUZU - NK 3874
1	10	25	30	6201000	AMLEC-MONITORING FEES
1	10	25	30	6310000	MUNICIPAL SECURITY
1	10	25	30	6590000	CATERING (MUNICIPAL FUNC
1	10	25	30	6610000	CLEANING MATERIALS
1	10	25	30	6690000	ELECTRICITY
1	10	25	30	6720032	F&O ISUZU BAKKIE - NK387 4
1	10	25	30	6955000	LICENCES VEHICLES
1	10	25	30	7090000	PRINTING & STATIONERY
1	10	25	30	7230000	SUBSISTENCE;TRAVEL &ACCO
1	10	25	30	7270000	TELEPHONE

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-3 000,00	0	0	0
-161 500,00	-200000	-216000	-233280
-164 500,00	-200 000,00	-216 000,00	-233 280,00
286 430,00	464400	496908	531691,56
21 035,00	38700	41409	44307,63
5 690,00	5690	6088,3	6514,481
3 365,00	4650	4975,5	5323,785
45 925,00	63400	67838	72586,66
11 468,00	0	0	0
10 000,00	10000	10700	11449
270,00	390	417,3	446,511
3 700,00	5100	5457	5838,99
3 365,00	5100	5457	5838,99
9 900,00	10494	11124	11791
15 000,00	15000	15900	16854
15 000,00	20000	21200	22472
2 300,00	0	0	0
461 000,00	466930	504280	544630
4 600,00	0	0	0
10 000,00	12500	13250	14045
121 561,00	135000,00	143100	151686
30 000,00	30000	31800	33708
715,00	1000	1060	1123,6
8 000,00	5000	5300	5618
5 000,00	5000	5300	5618
30 000,00	35000	37100	39326
1 104 324,00	1 333 354,00	1 428 663,74	1 530 869,27

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
HOPEWELL

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	40	3260000	HALL HIRE FEES
1	10	25	40	3330000	RENTAL SHOPS AND TAXI RANK
1	10	25	40	5010000	SALARIES
1	10	25	40	5011000	ANNUAL BONUS
1	10	25	40	5094000	PERFORMANCE INCENTIVE
1	10	25	40	5100000	PENSION
1	10	25	40	5120000	MEDICAL AID
1	10	25	40	5130000	UNIFORMS
1	10	25	40	5140000	I/COUNCIL LEVY
1	10	25	40	5150000	UIF
1	10	25	40	5160000	SKILLS LEVY
1	10	25	40	5510000	DEPRECIATION
1	10	25	40	5580000	BUILDINGS
1	10	25	40	6310000	MUNICIPAL SECURITY
1	10	25	40	6610000	CLEANING MATERIALS
1	10	25	40	6690000	ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-3 000,00	0	0	0
-20 000,00	-27000	-29700	-32670
-23 000,00	-27 000,00	-29 700,00	-32 670,00
88 615,00	96910	102725	108888
7 300,00	8080	8564,8	9078,688
880,00	970	1028,2	1089,892
11 960,00	13230	14024	14865
-	0	0	0
5 000,00	5000	5300	5618
90,00	96	101,76	107,8656
2 000,00	1100	1166	1235,96
880,00	1100	1166	1235,96
2 640,00	2798	2966	3144
30 000,00	30000	31800	33708
278 000,00	280150	302570	326775
10 000,00	10000	10600	11236
35 000,00	40000	42400	44944
472 365,00	489 434,40	524 411	561 927

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
MAGODA

Tn Fn Dp Sc ItemSub Description

1 10 25 50 3260000 HALL HIRE FEES

1 10 25 50 5010000 SALARIES

1 10 25 50 5011000 ANNUAL BONUS

1 10 25 50 5094000 PERFORMANCE INCENTIVE

1 10 25 50 5095000 NON-PENSIONABLE ALLOWANCE

1 10 25 50 5100000 PENSION

1 10 25 50 5120000 MEDICAL AID

1 10 25 50 5140000 I/COUNCIL LEVY

1 10 25 50 5150000 UIF

1 10 25 50 5160000 SKILLS LEVY

1 10 25 50 5580000 BUILDINGS

1 10 25 50 6235000 INGONYAMA TRUST

1 10 25 50 6310000 MUNICIPAL SECURITY

1 10 25 50 6610000 CLEANING MATERIALS

1 10 25 50 6690000 ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-3 000,00	0	0	0
-3 000,00	-	-	-
87 615,00	84040	89082,4	94427,344
3 300,00	7005	7425,3	7870,818
880,00	840	890,4	943,824
5 000,00	4200	4452	4719,12
11 960,00	11500	12190	12921,4
5 000,00	0	0	0
90,00	96	101,76	107,8656
950,00	1000	1060	1123,6
880,00	1000	1060	1123,6
10 000,00	20000	21200	22472
25 000,00	22200	22200	22200
176 000,00	186770	201710	217860
10 500,00	10000	10600	11236
5 500,00	10000	10600	11236
342 675,00	358 651,00	382 571,86	408 241,57

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
NKUMANE

Tn Fn Dp Sc ItemSub Description

1 10 25 55 5130000 UNIFORMS
 1 10 25 55 5580000 BUILDINGS
 1 10 25 55 6310000 MUNICIPAL SECURITY
 1 10 25 55 6610000 CLEANING MATERIALS
 1 10 25 55 6690000 ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
7 600,00	5000	5300	5618
6 400,00	10000	10600	11236
182 000,00	186770	201710	217850
6 600,00	10000	10600	11236
6 000,00	10000	10600	11236
208 600,00	221 770,00	238 810,00	257 176,00

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
MZINOLOVU

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	56	5010000	SALARIES
1	10	25	56	5011000	ANNUAL BONUS
1	10	25	56	5094000	PERFORMANCE INCENTIVE
1	10	25	56	5095000	NON-PENSIONABLE ALLOWANCE
1	10	25	56	5100000	PENSION
1	10	25	56	5140000	I/COUNCIL LEVY
1	10	25	56	5150000	UIF
1	10	25	56	5160000	SKILLS LEVY
1	10	25	56	5580000	BUILDINGS
1	10	25	56	6310000	MUNICIPAL SECURITY
1	10	25	56	6610000	CLEANING MATERIALS
1	10	25	56	6690000	ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
85 555,00	94630	101254,1	108341,887
7 130,00	7890	8442,3	9033,261
855,00	950	1016,5	1087,655
5 000,00	4200	4494	4808,58
11 680,00	12950	13856,5	14826,455
90,00	96	102,72	109,9104
2 130,00	1100	1177	1259,39
855,00	1100	1177	1259,39
15 000,00	10000	10600	11236
182 000,00	186770	201710	217860
5 500,00	10000	10600	11236
5 000,00	10000	10600	11236
320 795,00	339 686,00	365 030,12	392 294,53

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
BUILDINGS

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	60	3260000	HALL HIRE FEES	-50 000,00	-25000	-26500	-28090
1	10	25	60	3300000	RENTAL MUNICIPAL RESIDENTIAL PROPERTIES	-10 000,00	-10000	-10600	-11236
1	10	25	60	3330000	RENTAL SHOPS AND TAXI RANK	-115 000,00	-154260	-169770	-186900
1	10	25	60	3331000	RENT ERF 261/263	-222 000,00	-252000	252000	252000
1	10	25	60	3332000	RETAIL MARKET STALLS	-50 000,00	-35000	-35000	-35000
1	10	25	60	4130000	FEES BUILDING INSPECTIONS	-10 000,00	-10000	-10600	-11236
1	10	25	60	4140000	FEES BUILDING PLANS	-45 000,00	-10000	-10600	-11236
1	10	25	60	4160000	FEES ENCROACHMENT	-8 000,00	-10000	-10600	-11236
1	10	25	60	4200000	FEES REZONING	-5 000,00	0	0	0
1	10	25	60	4255000	REIMBURSIVE EXP MASAKHUX OLO CTR	-75 000,00	-75000	-79500	-84270
						-590 000,00	-581 260,00	-101 170,00	-127 204,00
1	10	25	60	5010000	SALARIES	119 250,00	128800	137816	147463,12
1	10	25	60	5011000	ANNUAL BONUS	10 940,00	10735	11486,45	12290,5015
1	10	25	60	5094000	PERFORMANCE INCENTIVE	1 190,00	1300	1391	1488,37
1	10	25	60	5100000	PENSION	16 230,00	17600	18832	20150,24
1	10	25	60	5120000	MEDICAL AID	8 000,00	0	0	0
1	10	25	60	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	60	5150000	UIF	2 800,00	1600	1712	1831,84
1	10	25	60	5160000	SKILLS LEVY	1 190,00	1600	1712	1831,84
1	10	25	60	5510000	DEPRECIATION	600 000,00	636000	674160	714610
1	10	25	60	5580000	BUILDINGS	40 000,00	50000	53000	56180
1	10	25	60	5988000	TOYOTA BAKKIE NK 2775	15 000,00	20000	21200	22472
1	10	25	60	6215000	FIRE EXTINGUISHERS-SERVICE	4 300,00	6600	7260	7986
1	10	25	60	6262000	SERVICE- AIRCONS	24 000,00	26400	29000	32000
1	10	25	60	6310000	MUNICIPAL SECURITY	846 000,00	1040830	1124100	1214050
1	10	25	60	6610000	CLEANING MATERIALS	20 000,00	25000	26500	28090
1	10	25	60	6690000	ELECTRICITY	370 000,00	400000	424000	449440
1	10	25	60	6720027	FUEL & OIL NK 2775	20 000,00	25000	26500	28090
1	10	25	60	6955000	LICENCES VEHICLES	2 000,00	2500	2650	2809
1	10	25	60	7080000	MUNIC CHARGES-WATER ACCS	110 000,00	150000	159000	168540
						2 210 990,00	2 544 061,00	2 720 422,17	2 909 432,42

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
INDALENI

Tn Fn Dp Sc ItemSub Description
 1 10 25 70 3260000 HALL HIRE FEES

1 10 25 70 5010000 SALARIES
 1 10 25 70 5011000 ANNUAL BONUS
 1 10 25 70 5094000 PERFORMANCE INCENTIVE
 1 10 25 70 5100000 PENSION
 1 10 25 70 5140000 I/COUNCIL LEVY
 1 10 25 70 5150000 UIF
 1 10 25 70 5160000 SKILLS LEVY
 1 10 25 70 5580000 BUILDINGS
 1 10 25 70 6310000 MUNICIPAL SECURITY
 1 10 25 70 6610000 CLEANING MATERIALS

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-3 000,00	0	0	0
-3 000,00	-	-	-
172 180,00	189350	202604,5	216786,815
14 265,00	15780	16884,6	18066,522
1 710,00	1900	2033	2175,31
23 365,00	25850	27659,5	29595,665
180,00	192	205,44	219,8208
4 355,00	2100	2247	2404,29
1 710,00	2100	2247	2404,29
15 000,00	15000	15900	16854
182 000,00	186770	201720	217870
2 000,00	3000	3180	3370,8
416 765,00	442 042,00	474 681,04	509 747,51

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
SMOZOMENI

Tn	Fn	Dp	Sc	ItemSub	Description
1	10	25	80	3260000	HALL HIRE FEES
1	10	25	80	5010000	SALARIES
1	10	25	80	5011000	ANNUAL BONUS
1	10	25	80	5094000	PERFORMANCE INCENTIVE
1	10	25	80	5095000	NON PENSIONABLE ALLOWANCE
1	10	25	80	5100000	PENSION
1	10	25	80	5140000	I/COUNCIL LEVY
1	10	25	80	5150000	UIF
1	10	25	80	5160000	SKILLS LEVY
1	10	25	80	5580000	BUILDINGS
1	10	25	80	6235000	INGONYAMA TRUST
1	10	25	80	6310000	MUNICIPAL SECURITY
1	10	25	80	6610000	CLEANING MATERIALS
1	10	25	80	6690000	ELECTRICITY

Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
-3 000,00	0	0	0
-3 000,00	-	-	-
83 560,00	92400	98868	105788,76
6 970,00	7700	8239	8815,73
835,00	925	989,75	1059,0325
5 000,00	4200	4494	4808,58
11 400,00	12650	13535,5	14482,985
90,00	96	102,72	109,9104
2 005,00	1100	1177	1259,39
835,00	1100	1177	1259,39
10 000,00	15000	15900	16854
25 000,00	22200	22200	22200
182 000,00	186770	201710	217860
10 000,00	10000	10600	11236
15 000,00	20000	21200	22472
352 695,00	374 141,00	400 192,97	428 205,78

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
PATHENI HALL

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	90	5010000	SALARIES	83 560,00	92405	98873,35	105794,485
1	10	25	90	5011000	ANNUAL BONUS	6 970,00	7700	8239	8815,73
1	10	25	90	5094000	PERFORMANCE INCENTIVE	835,00	925	989,75	1059,0325
1	10	25	90	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	90	5100000	PENSION	11 405,00	12650	13535,5	14482,985
1	10	25	90	5130000	UNIFORMS	7 600,00	10000	10700	11449
1	10	25	90	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	90	5150000	UIF	2 013,00	1100	1177	1259,39
1	10	25	90	5160000	SKILLS LEVY	913,00	1100	1177	1259,39
1	10	25	90	5580000	BUILDINGS	12 000,00	15000	15900	16854
1	10	25	90	6310000	MUNICIPAL SECURITY	503 000,00	373540	403430	435710
1	10	25	90	6610000	CLEANING MATERIALS	10 000,00	10000	10600	11236
1	10	25	90	6690000	ELECTRICITY	6 000,00	10000	10600	11236
						649 386,00	538 716,00	579 818,32	624 074,50

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
SIYATHUTHUKA

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	25	95	5010000	SALARIES	83 560,00	92405	98873,35	105794,4845
1	10	25	95	5011000	ANNUAL BONUS	6 965,00	7700	8239	8815,73
1	10	25	95	5030000	ACTING ALLOWANCE	-	0	0	0
1	10	25	95	5094000	PERFORMANCE INCENTIVE	835,00	925	989,75	1059,0325
1	10	25	95	5095000	NON-PENSIONABLE ALLOWANCE	5 000,00	4200	4494	4808,58
1	10	25	95	5100000	PENSION	11 405,00	12650	13535,5	14482,985
1	10	25	95	5140000	I/COUNCIL LEVY	90,00	96	102,72	109,9104
1	10	25	95	5150000	UIF	913,00	1100	1177	1259,39
1	10	25	95	5160000	SKILLS LEVY	913,00	1100	1177	1259,39
1	10	25	95	5580000	BUILDINGS	15 000,00	15000	15900	16854
1	10	25	95	6310000	MUNICIPAL SECURITY	182 000,00	186770	201720	217870
1	10	25	95	6610000	CLEANING MATERIALS	10 750,00	10000	10600	11236
1	10	25	95	6690000	ELECTRICITY	6 000,00	10000	10600	11236
								0	0
1	10	25	96	5580000	BUILDINGS	10 000,00	15000	15900	16854
1	10	25	96	6610000	CLEANING MATERIALS	1 500,00	2000	2120	2247,2
1	10	25	96	6690000	ELECTRICITY	5 000,00	10000	10600	11236
						339 931,00	368 946,00	396 028,32	425 122,70

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
PLANNING AND DEVELOPMENT

Tn Fn Dp Sc ItemSub Description

1 10 30 10 4190000 FEES SUBDIVISION
1 10 30 10 4200000 FEES REZONING

1 10 30 10 5010000 SALARIES
1 10 30 10 5011000 ANNUAL BONUS
1 10 30 10 5050000 HOUSING ALLOWANCE
1 10 30 10 5060000 CELL PHONE ALLOWANCE
1 10 30 10 5090000 TRAVELLING ALLOWANCE
1 10 30 10 5094000 PERFORMANCE INCENTIVE
1 10 30 10 5100000 PENSION
1 10 30 10 5120000 MEDICAL AID
1 10 30 10 5140000 I/COUNCIL LEVY
1 10 30 10 5150000 UIF
1 10 30 10 5160000 SKILLS LEVY
1 10 30 10 5510000 DEPRECIATION
1 10 30 10 6225000 PLANNING SHARED SERVICES
1 10 30 10 6590000 CATERING (MUNICIPAL FUNC
1 10 30 10 7090000 PRINTING & STATIONERY
1 10 30 10 7120000 PROFESSIONAL SUBS
1 10 30 10 7190000 SEMINARS & CONFERENCES
1 10 30 10 SDF REVIEW
1 10 30 10 7230000 SUBSISTENCE;TRAVEL &ACCO

Revised	BUDGET	BUDGET	BUDGET
2015/2016	2016/2017	2017/2018	2018/2019
-5 000,00	-5000	-5300	-5618
-	-5000	-5300	-5618
-5 000,00	-10 000,00	-10 600,00	-11 236,00
-			
606 450,00	824400	882108	943855,56
47 204,00	68700	73509	78654,63
7 200,00	7200	7704	8243,28
18 088,00	11088	11864,16	12694,6512
110 200,00	120000	128400	137388
7 465,00	8250	8827,5	9445,425
81 890,00	112550	120428,5	128858,495
34 000,00	36000	38520	41216,4
270,00	300	321	343,47
7 230,00	10100	10807	11563,49
7 465,00	10100	10807	11563,49
6 000,00	6360	6741,6	7146,096
193 953,00	200850	224935	0
5 000,00	0	0	0
10 000,00	10000	10600	11236
1 000,00	2000	2120	2247,2
3 000,00	3000	3180	3370,8
-	0	0	0
30 000,00	30000	31800	33708
1 176 415,00	1 460 898,00	1 572 672,76	1 441 534,99

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
TECHNICAL SERVICES

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	30	20	3672000	DME- ELECTRIFICATION PRO GRAMME	-10 000 000,00	-9 000 000,00	-12 000 000,00	-12 000 000,00
1	10	30	20	3721000	MIG PRIOR YR	-2 679 641,35	-	-	-
1	10	30	20	3723000	BEST PERFORMING MUNICIPA LITY	-853 000,00	-	-	-
1	10	30	20	3750000	MUNICIPAL INFRASTRUCTURE GRANT (MIG)	-18 017 000,00	-32 659 000,00	-18 790 000,00	-19 644 000,00
1	10	30	20	3926000	SMALL TOWN REGENERATION GRANT	-1 220 631,42	-	-	-
						-32 770 272,77	-41 659 000,00	-30 790 000,00	-31 644 000,00
1	10	30	20	5010000	SALARIES	2 118 940,00	2 494 500,00	2 669 115,00	2 855 953,05
1	10	30	20	5011000	ANNUAL BONUS	108 105,00	260 000,00	278 200,00	297 674,00
1	10	30	20	5040000	OVERTIME	5 000,00	-	-	-
1	10	30	20	5050000	HOUSING ALLOWANCE	8 400,00	7 200,00	7 704,00	8 243,28
1	10	30	20	5060000	CELL PHONE ALLOWANCE	21 216,00	27 000,00	28 890,00	30 912,30
1	10	30	20	5090000	TRAVELLING ALLOWANCE	317 500,00	204 000,00	218 280,00	233 559,60
1	10	30	20	5094000	PERFORMANCE INCENTIVE	14 040,00	15 800,00	16 906,00	18 089,42
1	10	30	20	5095000	NON-PENSIONABLE ALLOWANCE	12 600,00	16 800,00	17 976,00	19 234,32
1	10	30	20	5100000	PENSION	225 165,00	215 000,00	230 050,00	246 153,50
1	10	30	20	5120000	MEDICAL AID	69 440,00	34 110,00	36 497,70	39 052,54
1	10	30	20	5130000	UNIFORMS	155 000,00	180 000,00	192 600,00	206 082,00
1	10	30	20	5140000	I/COUNCIL LEVY	900,00	1 000,00	1 070,00	1 144,90
1	10	30	20	5150000	UIF	15 500,00	17 500,00	18 725,00	20 035,75
1	10	30	20	5160000	SKILLS LEVY	22 690,00	17 500,00	18 725,00	20 035,75
1	10	30	20	5510000	DEPRECIATION	1 100 000,00	1 166 000,00	1 235 960,00	1 310 118
1	10	30	20	5580000	BUILDINGS	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	5652000	ISUZU 250 D - NK4315 (MECHANIC)	5 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	6205000	CELL PHONE CONTRACTS	43 000,00	43 720,00	48 950,00	54 800,00
1	10	30	20	6216000	RENTAL : GAS CYLINDERS	5 900,00	6 490,00	7 139,00	7 853,00
1	10	30	20	6310000	MUNICIPAL SECURITY	375 000,00	382 605,00	413 210,00	446 275,00
1	10	30	20	6569000	DME-ELECTRIFICATION PROG RAMME	10 000 000,00	9 000 000,00	12 000 000,00	12 000 000,00
1	10	30	20	6569001	ELECTRIFICATION PROJECTS : OWN FUNDING	4 394 500,00	-	-	-
1	10	30	20	6610000	CLEANING MATERIALS	15 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	6690000	ELECTRICITY	20 000,00	30 000,00	31 800,00	33 708,00
1	10	30	20	6720033	F&O BAKKIE MECHANIC - NK4315	33 000,00	35 000,00	37 100,00	39 326,00
1	10	30	20	6725000	F&O:GAINS AND LOSSES	8 500,00	5 000,00	5 300,00	5 618,00
1	10	30	20	6955000	LICENCES VEHICLES	2 000,00	5 000,00	5 300,00	5 618,00
1	10	30	20	6958000	PMU UNIT	750 000,00	1 632 950,00	940 000,00	980 000,00
1	10	30	20	7090000	PRINTING & STATIONERY	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	7120000	PROFESSIONAL SUBS	2 000,00	2 500,00	2 650,00	2 809,00
1	10	30	20	7190000	SEMINARS & CONFERENCES	6 000,00	10 000,00	10 600,00	11 236,00
1	10	30	20	7230000	SUBSISTENCE;TRAVEL &ACCO	60 000,00	50 000,00	53 000,00	56 180,00
1	10	30	20	7431000	IMPAIRMENT LOSS	5 000,00	-	-	-
						19 939 396,00	15 899 675,00	18 568 147,70	18 994 655,01

RICHMOND MUNIC RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
LED

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	30	30	4122000	DC22 - EPWP Grant	-60 000,00	-	-	-
1	10	30	30	3560000	BUSINESS LICENCES	-15 000,00	-10 000,00	-10 000,00	-10 000,00
1	10	30	30	3575000	HAWKERS LICENCES	-500,00	-500,00	-500,00	-500,00
1	10	30	30	3585000	NETVENDOR	-10 000,00	-10 000,00	-10 000,00	-10 000,00
1	10	30	30	3724000	EPWP	-1 046 000,00	-1 277 000,00	-	-
1	10	30	30	3926000	SMALL TOWN GRANT	-5 000 000,00	-2 000 000,00	-	-
1	10	30	30	4109000	ADVERTISING INCOME	-10 000,00	-10 000,00	-10 000,00	-10 000,00
						-6 141 500,00	-3 307 500,00	-30 500,00	-30 500,00
1	10	30	30	5010000	SALARIES	943 160,00	1 038 100,00	1 110 767,00	1 188 520,69
1	10	30	30	5011000	ANNUAL BONUS	78 600,00	86 500,00	92 555,00	99 033,85
1	10	30	30	5060000	CELL PHONE ALLOWANCE	5 088,00	23 688,00	25 346,16	27 120,39
1	10	30	30	5090000	TRAVELLING ALLOWANCE	115 200,00	108 000,00	115 560,00	123 649,20
1	10	30	30	5094000	PERFORMANCE INCENTIVE	9 430,00	10 380,00	11 106,60	11 884,06
1	10	30	30	5100000	PENSION	154 740,00	141 700,00	151 619,00	162 232,33
1	10	30	30	5120000	MEDICAL AID	86 433,00	96 600,00	103 362,00	110 597,34
1	10	30	30	5140000	I/COUNCIL LEVY	341,00	400,00	428,00	457,96
1	10	30	30	5150000	UIF	11 480,00	12 700,00	13 589,00	14 540,23
1	10	30	30	5160000	SKILLS LEVY	9 431,00	12 700,00	13 589,00	14 540,23
1	10	30	30	5510000	DEPRECIATION	2 420,00	2 565	2 719	2 882
1	10	30	30	5580000	BUILDINGS	6 000,00	-	-	-
1	10	30	30	5951000	ISUZU BAKKIE NK 5784	10 000,00	15 000,00	15 900,00	16 854,00
1	10	30	30	6205000	CELL PHONE CONTRACTS	22 000,00	19 610,00	22 000,00	24 600,00
1	10	30	30	6220000	HIRE PHOTOCOPIER	15 000,00	18 000,00	19 080,00	20 224,80
1	10	30	30	6510000	ADVERTISING	10 000,00	-	-	-
1	10	30	30	6590000	CATERING (MUNICIPAL FUNC	5 000,00	-	-	-
1	10	30	30	6571000	DC22 EPWP GRANT	60 000,00	-	-	-
1	10	30	30	6720034	F&O ISUZU BAKKIE NK 5784	12 000,00	15 000,00	15 900,00	16 854,00
1	10	30	30	6762000	LED MARKETING	15 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	6955000	LICENCES VEHICLES	800,00	1 000,00	1 060,00	1 123,60
1	10	30	30	7090000	PRINTING & STATIONERY	20 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7190000	SEMINARS & CONFERENCES	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7230000	SUBSISTENCE;TRAVEL &ACCO	60 000,00	50 000,00	53 000,00	56 180,00
1	10	30	30	7231000	EPWP	1 046 000,00	1 277 000,00	-	-
1	10	30	30	7272000	TOURISM	40 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7380000	YOUTH- TRAINING AND SKIL LS DEVELOPMENT	20 000,00	20 000,00	21 200,00	22 472,00
1	10	30	30	7382000	YOUTH-MATRIC TOP ACHIEVE RS AWARD	10 000,00	10 000,00	10 600,00	11 236,00
1	10	30	30	7383000	YOUTH - CAREER EXPO	30 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7384000	YOUTH MONTH PROGRAMMES	50 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7385000	YOUTH - ARTS&CULTURE & H IV/AIDS	25 000,00	25 000,00	26 500,00	28 090,00
1	10	30	30	7431000	IMPAIMENT LOSS	1 000,00	-	-	-
						2 884 123,00	3 088 943,20	1 937 180,87	2 071 070,94

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
TRAFFIC POLICE

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	10	3510000	TRAFFIC FINES	-50 000,00	-100000	-50000	-50000
1	10	35	10	3580000	RANK PERMITS	-10 000,00	-10000	-10000	-10000
			10	3925000	SCHOLAR PATROL	-90 000,00	0	0	0
1	10	35	10	4220000	IMPOUNDING STORAGE - MOT OR VEHICLES	-10 000,00	-10000	-10000	-10000
1	10	35	10	4221000	IMPOUNDING & STORAGE - A NIMALS	-10 000,00	-10000	-10000	-10000
						-170 000,00	-130 000,00	-80 000,00	-80 000,00
1	10	35	10	5010000	SALARIES	1 356 235,00	1680850	1798509,5	1924405,165
1	10	35	10	5011000	ANNUAL BONUS	113 850,00	140070	149874,9	160366,143
1	10	35	10	5040000	OVERTIME	85 000,00	25000	26750	28622,5
1	10	35	10	5050000	HOUSING ALLOWANCE	8 400,00	7200	7704	8243,28
1	10	35	10	5060000	CELL PHONE ALLOWANCE	35 152,00	40800	43656	46711,92
1	10	35	10	5070000	DANGER ALLOWANCE	42 000,00	54000	57780	61824,6
1	10	35	10	5090000	TRAVELLING ALLOWANCE	116 400,00	120000	128400	137388
1	10	35	10	5094000	PERFORMANCE INCENTIVE	13 660,00	16800	17976	19234,32
1	10	35	10	5095000	NON-PENSIONABLE ALLOWANCE	3 000,00	4200	4494	4808,58
1	10	35	10	5100000	PENSION	226 490,00	220450	235881,5	252393,205
1	10	35	10	5120000	MEDICAL AID	165 075,00	184000	196880	210661,6
1	10	35	10	5130000	UNIFORMS	100 000,00	100000	107000	114490
1	10	35	10	5140000	I/COUNCIL LEVY	720,00	870	930,9	996,063
1	10	35	10	5150000	UIF	17 650,00	21500	23005	24615,35
1	10	35	10	5160000	SKILLS LEVY	13 665,00	21500	23005	24615,35
1	10	35	10	5510000	DEPRECIATION	200 000,00	212000	224720	238203
1	10	35	10	5617000	NEW VEHICLE TRAFFIC	5 000,00	15000	15900	16854
1	10	35	10	5654000	CHEV CRUZ NK4957	5 000,00	15000	15900	16854
1	10	35	10	5657000	CHEV CRUZ NK 6274	20 000,00	30000	31800	33708
1	10	35	10	5900000	SPEED TIMING MACHINES	6 000,00	10000	10600	11236
1	10	35	10	5920000	GENERATOR & ACCESSORIES	5 000,00	5000	5300	5618
1	10	35	10	6205000	CELL PHONE CONTRACTS	3 000,00	2760	3090	3470
1	10	35	10	6690000	ELECTRICITY	-	50000	53000	56180
1	10	35	10	6720035	F&O: CHEV CRUZ (TRAFFIC) NK4957	35 000,00	40000	42400	44944
1	10	35	10	6720040	F&O: CHEV CRUZ (TRAFFIC) NK 6274	35 000,00	40000	42400	44944
1	10	35	10	6720042	F&O : GENERATOR (LC)	5 000,00	5000	5300	5618
				6720047	TRAFFIC NEW VEHICLE	15 000,00	20000	21200	22472
1	10	35	10	6955000	LICENCES VEHICLES	3 000,00	5000	5300	5618
1	10	35	10	7060000	POSTAGE	2 000,00	2500	2650	2809
1	10	35	10	7090000	PRINTING & STATIONERY	25 000,00	25000	26500	28090
1	10	35	10	7180000	RTI ENFORCEMENT VISIT	15 000,00	10000	10600	11236
1	10	35	10	7185000	ROAD SAFETY EDUCATION	25 000,00	10000	10600	11236
1	10	35	10	7190000	SEMINARS & CONFERENCES	-	0	0	0
1	10	35	10	7200000	SCHOLAR PATROL	90 000,00	0	0	0
1	10	35	10	7230000	SUBSISTENCE;TRAVEL &ACCO	-	0	0	0
						2 791 297,00	3 134 500,00	3 349 106,80	3 578 466,28

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
SECURITY

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	20	5010000	SALARIES	1 462 450,00	1456900	1544314	1636972,84
1	10	35	20	5011000	ANNUAL BONUS	129 370,00	121500	128790	136517,4
1	10	35	20	5040000	OVERTIME	5 000,00	0	0	0
1	10	35	20	5060000	CELL PHONE ALLOWANCE	6 376,00	11380	12062,8	12786,568
1	10	35	20	5094000	PERFORMANCE INCENTIVE	15 525,00	13550	14363	15224,78
1	10	35	20	5100000	PENSION	191 910,00	185000	196100	207866
1	10	35	20	5120000	MEDICAL AID	83 342,00	42000	44520	47191,2
1	10	35	20	5130000	UNIFORMS	50 000,00	50000	53000	56180
1	10	35	20	5140000	I/COUNCIL LEVY	1 260,00	1100	1166	1235,96
1	10	35	20	5150000	UIF	17 850,00	16000	16960	17977,6
1	10	35	20	5160000	SKILLS LEVY	15 530,00	16000	16960	17977,6
1	10	35	20	5995000	FIAT NK5360	-	15000	15900	16854
1	10	35	20	6720025	FULE & OIL - NK 5360	20 000,00	30000	31800	33708
1	10	35	20	6955000	LICENCES VEHICLES	800,00	1000	1060	1123,6
						-		0	0
						1 999 413,00	1 959 430,00	2 076 995,80	2 201 615,55

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
LEARNERS AND DRIVERS TESTING

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	35	40	3590000	LEARNERS LICENSES	-100 000,00	-300000	-150000	-150000
1	10	35	40	3595000	DRIVERS LICENCES	-50 000,00	-500000	-150000	-150000
						-150 000,00	-800 000,00	-300 000,00	-300 000,00
1	10	35	40	5010000	SALARIES	906 240,00	1053900	1127673	1206610,11
1	10	35	40	5011000	ANNUAL BONUS	83 860,00	87850	93999,5	100579,465
1	10	35	40	5040000	OVERTIME	5 000,00	0	0	0
1	10	35	40	5094000	PERFORMANCE INCENTIVE	10 065,00	10550	11288,5	12078,695
1	10	35	40	5095000	NON-PENSIONABLE ALLOWANCE	4 200,00	4200	4494	4808,58
1	10	35	40	5100000	PENSION	137 350,00	143900	153973	164751,11
1	10	35	40	5120000	MEDICAL AID	111 280,00	94210	100804,7	107861,029
1	10	35	40	5140000	I/COUNCIL LEVY	630,00	680	727,6	778,532
1	10	35	40	5150000	UIF	10 900,00	11420	12219,4	13074,758
1	10	35	40	5160000	SKILLS LEVY	10 060,00	11420	12219,4	13074,758
1	10	35	40	5580000	BUILDINGS	10 000,00	20000	21200	22472
1	10	35	40	6110000	INTEREST EXTERNAL LOANS	15 000,00	20000	21200	22472
1	10	35	40	6220000	HIRE PHOTOCOPIER	10 000,00	18000	18000	18000
1	10	35	40	6310000	MUNICIPAL SECURITY	145 000,00	669560	723120	780975
1	10	35	40	6610000	CLEANING MATERIALS	15 000,00	15000	15900	16854
1	10	35	40		DTLC GRADING	15 000,00	15000	0	0
1	10	35	40	7060000	POSTAGE	10 000,00	15000	15900	16854
1	10	35	40	7090000	PRINTING & STATIONERY	40 000,00	30000	31800	33708
1	10	35	40	7126000	PRODIBA	125 000,00	100000	106000	112360
1	10	35	40	7302000	LOSS ON SALE OF ASSET	20 000,00	0	0	0
						1 684 585,00	2 320 690,00	2 470 519,10	2 647 312,04

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
ROADS

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	40	10	5010000	SALARIES	1 912 640,00	2113950	2261926,5	2420261,355
1	10	40	10	5011000	ANNUAL BONUS	161 890,00	176170	188501,9	201697,033
1	10	40	10	5040000	OVERTIME	15 000,00	0	0	0
1	10	40	10	5060000	CELL PHONE ALLOWANCE	11 376,00	11400	12198	13051,86
1	10	40	10	5094000	PERFORMANCE INCENTIVE	19 430,00	21140	22619,8	24203,186
1	10	40	10	5095000	NON-PENSIONABLE ALLOWANCE	37 800,00	40000	42800	45796
1	10	40	10	5100000	PENSION	277 170,00	288600	308802	330418,14
1	10	40	10	5120000	MEDICAL AID	83 762,00	106800	114276	122275,32
1	10	40	10	5140000	I/COUNCIL LEVY	1 800,00	1920	2054,4	2198,208
1	10	40	10	5150000	UIF	21 160,00	23050	24663,5	26389,945
1	10	40	10	5160000	SKILLS LEVY	20 180,00	23050	24663,5	26389,945
1	10	40	10	5510000	DEPRECIATION	4 500 000,00	4770000	5056200	5359572
1	10	40	10	5610001	ROADS MAINTENANCE-WARD 1	54 490,00	50000	53000	56180
1	10	40	10	5610002	ROADS MAINTENANCE-WARD 2	70 660,00	50000	53000	56180
1	10	40	10	5610003	ROADS MAINTENANCE-WARD 3	50 000,00	50000	53000	56180
1	10	40	10	5610004	ROADS MAINTENANCE-WARD4	45 510,00	50000	53000	56180
1	10	40	10	5610005	ROADS MAINTENANCE- WARD5	89 670,00	50000	53000	56180
1	10	40	10	5610006	ROADS MAINTENANCE-WARD6	107 629,00	50000	53000	56180
1	10	40	10	5610007	ROADS MAINTENANCE- WARD7	82 041,00	50000	53000	56180
1	10	40	10	5611000	STORMWATER MAINTENANCE	80 000,00	50000	53000	56180
1	10	40	10	5613000	R&M: NEW TIPPER TRUCK	15 000,00	25000	26500	28090
1	10	40	10	5614000	R&M : NEW GRADER	10 000,00	20000	21200	22472
1	10	40	10	5615000	R&M: NEW BAKKIE	10 000,00	20000	21200	22472
1	10	40	10	5616000	TAR PRE MIX	180 000,00	100000	106000	112360
1	10	40	10	5620000	STREET SIGNS AND ROAD MARKINGS	30 000,00	50000	53000	56180
1	10	40	10	5653000	ISUZU KB250 D - NK5518	20 000,00	30000	31800	33708
1	10	40	10	5655000	WATER TANKER - NK3856	40 000,00	50000	53000	56180
1	10	40	10	5656000	NK6184 - TLB	50 000,00	80000	84800	89888
1	10	40	10	5664000	NEW PAD FOOT ROLLER	5 000,00	15000	15900	16854
1	10	40	10	5690000	NK3816- FORD RANGER	25 000,00	30000	31800	33708
1	10	40	10	5800000	NK 7487- ROLLER	25 000,00	40000	42400	44944
1	10	40	10	5930000	CAT 320 - EXCAVATOR	35 000,00	50000	53000	56180
1	10	40	10	5960000	GRADER NK 1730	110 000,00	100000	106000	112360
1	10	40	10	5970000	BELL TLB - NK3503	40 000,00	50000	53000	56180
1	10	40	10	5980000	ISUZU BAKKIE NK 1475	45 000,00	50000	53000	56180
1	10	40	10	5993000	ISUZU NK 5223	25 000,00	35000	37100	39326
1	10	40	10	5994000	ISUZU NK 2393	100 000,00	100000	106000	112360
1	10	40	10	5998000	ISUZU TIPPER TRUCK-NK562 6	70 000,00	100000	106000	112360
1	10	40	10	5999000	ISUZU 300 MINI TRUC-NK35 22	84 000,00	100000	106000	112360
1	10	40	10	6018000	MOBILE DIESEL BROWSER	10 000,00	10000	10600	11236
1	10	40	10	6020000	BOMAG;GENERATOR; WACKER& TAR SPRAY	20 000,00	20000	21200	22472
1	10	40	10	6285000	TRACKER	2 200,00	2450	2600	2610
1	10	40	10	6310000	MUNICIPAL SECURITY	200 000,00	93400	100865	108940
1	10	40	10	6690000	ELECTRICITY	750 000,00	800000	848000	898880
1	10	40	10	6720001	FUEL & OIL-ISUZU KB250D NK 5518	50 000,00	60000	63600	67416
1	10	40	10	6720012	FUEL & OIL- NK 3816	35 000,00	40000	42400	44944
1	10	40	10	6720013	FUEL & OIL- NK 1475	30 000,00	40000	42400	44944
1	10	40	10	6720014	FUEL & OIL- NK 1730	230 000,00	250000	265000	280900
1	10	40	10	6720015	FUEL & OIL- NK 7487	5 000,00	10000	10600	11236
1	10	40	10	6720017	FUEL & OIL- NK 3503	32 000,00	40000	42400	44944
1	10	40	10	6720020	FUEL & OIL- CAT 320 (EXC AVATOR)	250 000,00	250000	265000	280900
1	10	40	10	6720022	ISUZU TIP TRUCK- NK5223	45 000,00	45000	47700	50562
1	10	40	10	6720023	ISUZU TIP TRUCK- NK 2393	70 000,00	70000	74200	78652
1	10	40	10	6720029	FUEL & OIL NK5626	105 000,00	100000	106000	112360
1	10	40	10	6720031	FUEL AND OIL NK3522	60 000,00	60000	63600	67416
1	10	40	10	6720036	F&O WATER TANKER: NK3856	100 000,00	60000	63600	67416
1	10	40	10	6720037	F&O TLB: NK6184	60 000,00	60000	63600	67416
1	10	40	10	6720038	FUEL & OIL-PEDESTAL ROLL	10 000,00	10000	10600	11236
1	10	40	10	6720044	F&O: NEW PADFOOT ROLLER	40 000,00	40000	42400	44944
1	10	40	10	6720047	TRAFFIC NEW VEHICLE	0	0	0	0
1	10	40	10	6720048	F&O :BOMAG;GENERATOR;WACKER; TAR SPRAY	30 000,00	30000	31800	33708
1	10	40	10	6720049	NEW TIPPER TRUCK F&O	25 000,00	30000	31800	33708
1	10	40	10	6720050	NEW GRADER F&O	30 000,00	50000	53000	56180
1	10	40	10	6720051	NEW BAKKIE	10 000,00	30000	31800	33708
1	10	40	10	6955000	LICENCES VEHICLES	65 000,00	100000	106000	112360
1	10	40	10	7230000	SUBSISTENCE;TRAVEL &ACCO	1 000,00	0	0	0
1	10	40	10	7431000	IMPAIRMENT LOSS	100 000,00	0	0	0
						10 926 408,00	11 321 930,00	12 031 170,60	12 784 942,99

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
MOTOR VEHICLE LICENSING

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	40	20	3620	VEHICLE LICENCE COMMISSION	-468 700,00	-515570	-546504	-579294
						-468 700,00	-515 570,00	-546 504	-579 294
1	10	40	20	5010000	SALARIES	303 360,00	335530	359017,1	384148,297
1	10	40	20	5011000	ANNUAL BONUS	25 280,00	27960	29917,2	32011,404
1	10	40	20	5094000	PERFORMANCE INCENTIVE	3 035,00	3355	3589,85	3841,1395
1	10	40	20	5095000	NON-PENSIONABLE ALLOWANCE	4 200,00	4200	4494	4808,58
1	10	40	20	5100000	PENSION	41 410,00	45800	49006	52436,42
1	10	40	20	5120000	MEDICAL AID	28 223,00	29000	31030	33202,1
1	10	40	20	5140000	I/COUNCIL LEVY	180,00	192	205,44	219,8208
1	10	40	20	5150000	UIF	3 290,00	3650	3905,5	4178,885
1	10	40	20	5160000	SKILLS LEVY	3 035,00	3650	3905,5	4178,885
						412 013,00	453 337,00	485 070,59	519 025,53

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
GRASS CUTTING

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	45	40	3290000	MUNICIPAL PLANTATIONS	-3 100 000,00	0	0	0
1	10	45	40	4260000	SALES HAY	-7 000,00	-7000	-7000	-7000
						-3 107 000,00	-7 000,00	-7 000,00	-7 000,00
1	10	45	40	5010000	SALARIES	985 970,00	1355430	1450310,1	1551831,81
1	10	45	40	5011000	ANNUAL BONUS	82 165,00	111290	119080,3	127415,921
1	10	45	40	5040000	OVERTIME	10 000,00	0	0	0
1	10	45	40	5060000	CELL PHONE ALLOWANCE	7 090,00	11088	11864,16	12694,6512
1	10	45	40	5094000	PERFORMANCE INCENTIVE	9 860,00	13360	14295,2	15295,864
1	10	45	40	5095000	NON-PENSIONABLE ALLOWANCE	27 000,00	46200	49434	52894,38
1	10	45	40	5100000	PENSION	148 590,00	182300	195061	208715,27
1	10	45	40	5120000	MEDICAL AID	46 990,00	63700	68159	72930,13
1	10	45	40	5140000	I/COUNCIL LEVY	990,00	1344	1438,08	1538,7456
1	10	45	40	5150000	UIF	10 800,00	14600	15622	16715,54
1	10	45	40	5160000	SKILLS LEVY	9 860,00	14600	15622	16715,54
1	10	45	40	5510000	DEPRECIATION	5 280,00	5600	5936	6292
1	10	45	40	5599000	REPAIRS & MAINTENANCE	40 000,00	0	0	0
1	10	45	40	5665000	NEW TRACTOR : NK 6939	20 000,00	30000	31800	33708
1	10	45	40	5870000	LAWNMOWERS & BRUSHCUTTER	75 000,00	75000	79500	84270
1	10	45	40	5989000	TOYOTA BAKKIE ESTATES NK1498	15 000,00	30000	31800	33708
1	10	45	40	5990000	ISUZU KB200 - NK5596	15 000,00	30000	31800	33708
1	10	45	40	5996000	TRACTOR NK 3552	25 000,00	30000	31800	33708
1	10	45	40	6015000	ALL TRAILERS	20 000,00	30000	31800	33708
1	10	45	40	6230000	INSURANCE	130 000,00	0	0	0
1	10	45	40	6310000	MUNICIPAL SECURITY	278 000,00	0	0	0
1	10	45	40	6500000	ADMIN COSTS	430 000,00	0	0	0
1	10	45	40	6570000	CHEMICALS	95 000,00	20000	21200	22472
1	10	45	40	6720006	FUEL & OIL- NK5596	50 000,00	50000	53000	56180
1	10	45	40	6720008	FUEL & OIL- LAWNMOWERS A ND BRUSHCUTTERS	110 000,00	110000	116600	123596
1	10	45	40	6720024	FUEL AND OIL TRAC-NK3552	30 000,00	30000	31800	33708
1	10	45	40	6720028	FUEL & OIL NK1498	45 000,00	45000	47700	50562
1	10	45	40	6720045	F&O: NEW TRACTOR NK 6939	20 000,00	30000	31800	33708
1	10	45	40	6795000	COMMISSION	70 000,00	0	0	0
1	10	45	40	6955000	LICENCES VEHICLES	2 000,00	5000	5300	5618
1	10	45	40	7055000	CONTRACTORS	2 500 000,00	0	0	0
1	10	45	40	7065000	PROFESSIONAL FEE	6 000,00	0	0	0
1	10	45	40	7067000	SEEDLINGS:NCT PLANTATION	40 000,00	0	0	0
						5 360 595,00	2 334 512,00	2 492 721,84	2 661 694

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
SOLID WASTE

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	10	3210000	REFUSE COLLECTION	-450 000,00	-500000	-500000	-500000
1	10	55	10	3420000	INTEREST ON ACCOUNTS	-35 000,00	-25000	-26500	-28090
1	10	55	10	3680000	INTERGOVERNMENTAL- EQUIT ABLE SHARE	-3 053 494,00	-3153655	-998250	-1060000
						-3 538 494,00	-3 678 655,00	-1 524 750,00	-1 588 090,00
1	10	55	10	5010000	SALARIES	546 420,00	671665	718681,55	768989,2585
1	10	55	10	5011000	ANNUAL BONUS	51 370,00	56000	59920	64114,4
1	10	55	10	5040000	OVERTIME	50 000,00	0	0	0
1	10	55	10	5050000	HOUSING ALLOWANCE	3 000,00	0	0	0
1	10	55	10	5060000	CELL PHONE ALLOWANCE	5 690,00	5690	6088,3	6514,481
1	10	55	10	5094000	PERFORMANCE INCENTIVE	6 165,00	6720	7190,4	7693,728
1	10	55	10	5095000	NON-PENSIONABLE ALLOWANCE	12 600,00	12600	13482	14425,74
1	10	55	10	5100000	PENSION	141 150,00	92000	98440	105330,8
1	10	55	10	5120000	MEDICAL AID	13 433,00	28440	30430,8	32560,956
1	10	55	10	5140000	I/COUNCIL LEVY	540,00	580	620,6	664,042
1	10	55	10	5150000	UIF	6 735,00	7350	7864,5	8415,015
1	10	55	10	5160000	SKILLS LEVY	6 165,00	7350	7864,5	8415,015
1	10	55	10	5510000	DEPRECIATION	340 000,00	360400	382024	404945
1	10	55	10	5666000	SKIPP TRUCK NK	30 000,00	50000	53000	56180
1	10	55	10	5997000	ISUZU REFUSE TRUCK NK563 2	50 000,00	60000	63600	67416
1	10	55	10	6010000	REFUSE COMPACTOR HANOMAG	40 000,00	50000	53000	56180
1	10	55	10	6550000	BAGS REFUSE	40 000,00	50000	53000	56180
1	10	55	10	6720030	FUEL & OIL NK 5632	120 000,00	100000	106000	112360
1	10	55	10	6720039	F&O: REFUSE COMPACTOR HANNOMAG	30 000,00	50000	53000	56180
1	10	55	10	6720046	F&O:SKIPPER TRUCK NK4477	20 000,00	30000	31800	33708
1	10	55	10	6740000	FREE BASIC SERV GRANT	35 000,00	50000	53000	56180
1	10	55	10	6955000	LICENCES VEHICLES	15 000,00	20000	21200	22472
						1 563 268,00	1 708 795,00	1 820 206,65	1 938 925

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
STREET CLEANING

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	20	5010000	SALARIES	552 790,00	705000	754350	807154,5
1	10	55	20	5011000	ANNUAL BONUS	54 400,00	58800	62916	67320,12
1	10	55	20	5094000	PERFORMANCE INCENTIVE	6 530,00	7050	7543,5	8071,545
1	10	55	20	5095000	NON-PENSIONABLE ALLOWANCE	16 800,00	33600	35952	38468,64
1	10	55	20	5100000	PENSION	116 100,00	96300	103041	110253,87
1	10	55	20	5120000	MEDICAL AID	16 816,00	10500	11235	12021,45
1	10	55	20	5140000	I/COUNCIL LEVY	720,00	770	823,9	881,573
1	10	55	20	5150000	UIF	7 070,00	7650	8185,5	8758,485
1	10	55	20	5160000	SKILLS LEVY	6 530,00	7650	8185,5	8758,485
						777 756,00	927 320,00	992 232,40	1 061 688,67

RICHMOND MUNICIPALITY
2016/2017 First Draft Budget
LANDFILL SITE

Tn	Fn	Dp	Sc	ItemSub	Description	Revised 2015/2016	BUDGET 2016/2017	BUDGET 2017/2018	BUDGET 2018/2019
1	10	55	30	4250000	REFUSE DUMP FEES	-20 000,00	-20000	-20000	-20000
						-20 000,00	-20 000,00	-20 000,00	-20 000,00
1	10	55	30	5010000	SALARIES	248 220,00	363800	389266	416514,62
1	10	55	30	5011000	ANNUAL BONUS	27 855,00	30320	32442,4	34713,368
1	10	55	30	5040000	OVERTIME	10 000,00	0	0	0
1	10	55	30	5060000	CELL PHONE ALLOWANCE	3 600,00	0	0	0
1	10	55	30	5094000	PERFORMANCE INCENTIVE	3 350,00	3650	3905,5	4178,885
1	10	55	30	5095000	NON-PENSIONABLE ALLOWANCE	4 200,00	4200	4494	4808,58
1	10	55	30	5100000	PENSION	35 630,00	49700	53179	56901,53
1	10	55	30	5120000	MEDICAL AID	23 435,00	17410	18628,7	19932,709
1	10	55	30	5140000	I/COUNCIL LEVY	270,00	300	321	343,47
1	10	55	30	5150000	UIF	3 660,00	4000	4280	4579,6
1	10	55	30	5160000	SKILLS LEVY	3 350,00	4000	4280	4579,6
1	10	55	30	6310000	MUNICIPAL SECURITY	288 000,00	280160	302570	326775
1	10	55	30	6690000	ELECTRICITY	35 000,00	50000	53000	56180
1	10	55	30	6902000	INTEREST PAID: UNWINDING OF LANDFILL SITE	250 000,00	250000	265000	280900
1	10	55	30	6955000	LICENCES VEHICLES	1 500,00	5000	5300	5618
						938 070,00	1 062 540,00	1 136 666,60	1 216 025,36



RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

Annexure A - Tariff of Charges

A: Rates

Residential Property
Business, Commercial and Industrial property
Vacant Land
Agricultural Property
Public Service Purposes
Public Service Infrastructure
Public benefit organisation property
Other
Unauthorised Use
Mixed Use Property

Notes: General
NB: All rebates and exemptions are contained in the rates policy and may in certain instances be applied to the rates as assessed above.

1. Rates will be payable monthly in ten (10) equal instalments with the first instalment payable on 30 September 2016 and the last instalment payable on 30 June 2017.
2. The date on which the determination of rates come into operation is 1 July 2016.
3. Any rates remaining unpaid longer than 3 months will be subject to legal action to be instituted to recover the arrear amounts.
4. Any rates that are not paid on the due date will be subject to interest at the rate of 1,25% per month or part thereof.
5. A collection fee of 10% will be raised on the amount outstanding as at 1 May 2017 for annual rates and 1 June 2017 for monthly rates.

B: Tariff of Charges

1. BUILDINGS

(a) Plan inspection fees to accompany application for Approval of building plans for swimming pools			
(i) Where the total area of the building or buildings Depicted on the plan of a new building does not exceed 30 square metres	283,70	300,72	6%
(ii) For each additional 10 square meters of floor area or part thereof by which such floor area exceeds 30 square meters	70,92	75,18	6%
(iii) For additions to a building where the floor area is increased, in respect of the proposed increased floor area	In accordance with 1 & 2 above	In accordance with 1 & 2 above	
(iv) For structural alterations to a building where the floor area is not increased	283,70	300,72	6%
(v) For any proposed structure which is of such a nature that the floor area cannot be measured, for each R1000,00 (or part thereof) in value as assessed by the Engineer/ Building Inspector	67,00 with a min of 200,00	67,00 with a min of 200,00	6%
(b) Plan inspection fee to accompany application for approval of swimming pool building plans	496,48	526,27	6%
(c) For every preliminary plan submitted for scrutiny, consideration and comment prior to the submission of plans and application in terms of paragraph 1(a) above	Cost plus 10%	Cost plus 10%	6%
(d) For each building site inspection by the Building Inspector	141,86	150,37	6%
(e) Damage caused by building operations: Deposit Where it is proposed to erect a new building or construct a swimming pool, the owner of the site shall, before commencing the proposed work, make a deposit with the Chief Financial Officer to cover or offset any cost of repair or reinstatement of the road verge, paving or gutters damaged as a result of such work. If any refund is due, the refund shall be made by the Chief Financial Officer following the signing of the relevant completion certificate.	354,63	375,91	6%
2. CEMETERY			
(a) Burial Fee			
i. Adult	354,63	375,91	6%
ii. Child under 12 years of age	177,32	187,95	6%
iii. Child under 1 year of age or still born	133,99	142,07	6%
(a) (1) Maintenance levy			
i. Adult	709,22	751,76	6%
ii. Child under 12 years of age	709,22	751,76	6%
iii. Child under 1 year of age or still born	709,22	751,76	6%
If burial is on a Saturday/Sunday or Public holiday an overtime deposit will be charged	500,00	500,00	0%
Notes: 1. The charge for the burial of a new born child and mother in the same coffin shall be the same as for a single adult. 2. Maintenance levies shall be used for the general upkeep of the cemetery. 3. The municipality undertakes no responsibility for the repairing of monuments, gravestones or other erections.			
(b) Grave site reservations	425,55	451,08	6%

7. LIBRARY

(a) Charge for each item loaned from libraries and retained beyond the due or expired date

(i) Items other than video tapes per week or part thereof

(ii) Video tapes per day

8. SANITARY SERVICES

(a) Disposal of animal carcasses

(i) Large animal (horses, cow etc)

(ii) Small animal (dog, cat etc)

(b) Destruction, removal of items (subject to minimum charge of R20.00)

(c) Clearing of rank vegetation and overgrowth from private land

(d) Supply of disposable refuse bags (each)

(e) Removal of domestic and commercial refuse

(i) from lots within municipal area (to be raised against the owner)

- Domestic once a week

- Commercial twice a week

- Commercial five times a week

Residents

(i) Per entry per sedan

(ii) Per entry per sedan and trailer

(iii) Per entry per half ton LDV

(iv) Per entry per one ton LDV and trailer

(v) Per entry per one ton LDV

(vi) Per entry per one tone LDV and trailer

(vii) Per entry per 3.5 ton truck

(viii) Per entry per 6 cubic meter truck

(ix) Per entry per 10 cubic meter truck

ALL GARDEN REFUSE DISPOSAL WILL BE FREE

9. TOWN PLANNING

(a) Town Planning schema, per copy

(b) Application in terms of Section 47 bis A(1) of Ordinance 27 of 1949

Area of land to be rezoned

Less than 1 hectare

1 hectare but less than 5 hectares

5 hectares but less than 10 hectares

10 hectares and over

(no fees shall be payable for application by the state, and the municipality may reduce or waive fees where the applicant is a charitable institution)

Zoning certificate

(c) GIS Data

Hard copy - per item

Paper size A0

(i) Plain paper - map

(ii) Plain paper - topo/ortho

(iii) Gloss paper - map

(iv) Gloss paper - topo/ortho

(v) Black and white copy

Paper size A1

(i) Plain paper - map

(ii) Plain paper - topo/ortho

(iii) Gloss paper - map

(iv) Gloss paper - topo/ortho

(v) Black and white copy

Paper size A2

ANNEXURE A3 Percentage Increase

2016/2016

2016/2017

As per Library Services

As per Library Services

As per Library Services

As per Library Services

As per Library Services

As per Library Services

As per Library Services

As per Library Services

As per Library Services

to be removed

Cost plus 10% 42,65

Cost plus 10% 45,23

6%

Cost plus 10% Cost plus 10%

Cost plus 10% Cost plus 10%

Cost plus 10% Cost plus 10%

Cost plus 10% Cost plus 10%

Suppliers cost plus 10%

37,88

40,15

6%

288,29

303,47

6%

893,26

946,86

6%

FREE

FREE

0%

13,44

14,25

6%

13,44

14,25

6%

40,10

42,50

6%

40,10

42,50

6%

60,17

63,77

6%

100,29

106,28

6%

133,78

141,79

6%

200,77

212,83

6%

Suppliers price plus 10%

1 134,81

1 202,90

6%

1 347,60

1 428,46

6%

1 418,52

1 503,63

6%

1 418,52

1 503,63

6%

plus R300,00

plus R300,00

6%

for every hectare

for every hectare

6%

or part thereof

or part thereof

6%

in excess of 10

in excess of 10

6%

hectares

hectares

6%

70,92

75,18

6%

112,49

119,26

6%

134,80

142,89

6%

224,15

237,60

6%

268,40

284,53

6%

29,80

31,58

6%

2016/2016

2016/2017

ANNEXURE A4 Percentage Increase

89,35

94,70

6%

105,05

111,35

6%

178,65

189,37

6%

208,54

221,04

6%

21,23

22,49

6%

Copy of By-Laws, per page	7.06	7.47	6%
(d) Plans of townships			
(e) Photostat copies, per sheet A4	1.00	1.06	6%
Photostat copies, per sheet A3	1.50	1.59	6%
(f) Section 160 (3) of Ordinance 25 of 1974 Valuation appeal fee	70.92	75.18	6%
(g) Rents or stands for public buses/taxis per annum or part thereof (permits renewable with effect 1 July)			
(i) Buses	141.85	150.37	6%
(ii) Taxis (Nelson)	141.85	150.37	6%
Taxis (Shepstone)	141.85	150.37	6%
(h) Construction of gutter bridges, dish drains and other works in terms of Section 208 (2) of ordinance 25 of 1974	Cost plus 10%	Cost plus 10%	
(i) Issue of any certificates, including rates clearance certificate	70.92	75.18	6%
(j) Negotiable instrument tendered in payment and dishonoured upon presentation for payment. - penalty	113.57	120.40	6%
(k) Storage of abandoned or seized motor vehicles per day	283.70	300.72	6%
(l) Charge for work carried out on private property on request in case of need or because of default and otherwise provided for elsewhere in the tariff of charges	Cost plus 10%	Cost plus 10%	
(m) Search fee for each plan, document or file produced, excluding inspection of municipal minutes	66.91	70.93	6%
(n) Certified copy or extract from minutes and or hearing, per (100) words or part thereof	14.18	15.03	6%
(o) Storage of impounded livestock per animal per day	283.70	300.72	6%
(r) Illegal parking in staff parking	66.91	70.93	6%
(s) Fax charges per page	6.02	6.38	6%
(t) Business Licence and associated costs			
(u) Tender document fees	300.00	315.79	5%

Please note that the above tariffs are exclusive of vat.
Please note that interest will be raised at 15% p.a. on all outstanding accounts.
These tariffs will come into operation on 1 July 2016.
The date on which the determination of rates will come into operation is 1 July 2016.

Any person who desires to object to the rates determination shall do so in writing within fourteen (14) days after by delivering such objection to the Municipal Manager, 57 Shepstone Street, Richmond, KwaZulu - Natal on weekdays from 08h00 to 16h00 or by posting the objection to the Municipal Manager P/Bag X1028, Richmond, 3780.



RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

Draft SDBIP 2016/2017

RICHMOND MUNICIPALITY

DRAFT SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2016/2017

**PREPARED BY:
RICHMOND MUNICIPALITY**

1. Table of Contents

No	Description	Page No	Annexure
1.	Table of Contents		
2.	Introduction		
3.	Monthly Projections of revenue to be collected for each source		
4.	Monthly projections of expenditure (operating and capital)		
5.	Quarterly projections of service delivery targets and performance indicators		
6.	Ward information for expenditure and service delivery and detailed capital works plan		
7.	Approval by the Mayor		

2. Introduction

The Service Delivery and Budget Implementation Plan (SDBIP) is a legal requirement in terms of **section 53 (1) of the Municipal Finance Management Act, Act No. 56 of 2003.**

The SDBIP provides the link between the Mayor, Council and the administration, and facilitates the process for holding management accountable for its performance. The SDBIP is a management, implementation and monitoring tool that will assist the Mayor, Councilors, municipal manager, senior managers and the community.

3. MONTHLY PROJECTIONS OF REVENUE TO BE COLECTED BY EACH SOURCE

KZN227 Richmond - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description		Ref	Budget Year 2016/17											Medium Term Revenue and Expenditure Framework			
R thousand			July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Revenue By Source																	
Property rates			–	3 450	805	805	805	805	805	805	805	805	805	805	11 500	12 190	12 921
Property rates - penalties & collection charges			38	38	38	38	38	38	38	38	38	38	38	32	450	450	477
Service charges - electricity revenue														(1)	(1)	(1)	–
Service charges - water revenue														–	–	–	–
Service charges - sanitation revenue														–	–	–	–
Service charges - refuse revenue			42	42	42	42	42	42	42	42	42	42	42	41	499	499	500
Service charges - other														–	–	–	–
Rental of facilities and equipment			59	59	59	59	59	59	59	59	59	59	59	59	709	709	750
Interest earned - external investments			213	213	213	213	213	213	213	213	213	213	213	213	2 550	1 741	1 844
Interest earned - outstanding debtors			6	6	6	6	6	6	6	6	6	6	6	6	75	75	80
Dividends received														–	–	–	–
Fines			9	9	9	9	9	9	9	9	9	9	9	9	102	102	106
Licences and permits			69	69	69	69	69	69	69	69	69	69	69	69	831	831	880
Agency services			43	43	43	43	43	43	43	43	43	43	43	43	516	517	547
Transfers recognised - operational			15 600	7 800			15 650	9 800		14 560	6 844			(0)	70 254	76 391	80 545
Other revenue			38	38	38	38	38	38	38	38	38	38	38	41	462	356	374
Gains on disposal of PPE														–	–	–	–
Total Revenue (excluding capital transfers and contribution)			16 116	11 766	1 321	1 321	16 971	11 121	1 321	15 881	8 165	1 321	1 321	1 316	87 945	93 859	99 030

4. MONTHLY PROJECTIONS OF EXPENDITURE (OPERATING AND CAPITAL)

KZN227 Richmond - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2016/17												Medium Term Revenue and Expenditure Framework		
		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2016/17	Budget Year +1 2017/18	Budget Year +2 2018/19
Expenditure By Type																
Employee related costs		3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 304	3 310	39 654	42 429	45 399
Remuneration of councillors		387	387	387	387	387	387	387	387	387	387	387	386	4 642	4 920	5 215
Debt impairment							950							950	1 007	1 067
Depreciation & asset impairment		744	744	744	744	744	744	744	744	744	744	744	744	8 929	9 554	10 222
Finance charges		37	37	37	37	37	37	37	37	37	37	37	37	440	466	494
Bulk purchases		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other materials		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contracted services		681	681	681	681	681	681	681	681	681	681	681	682	8 176	8 667	9 187
Transfers and grants		50	50	50	50	50	50	50	50	50	50	50	50	600	636	674
Other expenditure		2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	2 399	28 789	28 984	29 529
Loss on disposal of PPE														-	-	-
Total Expenditure		7 602	7 602	7 602	7 602	7 602	8 552	7 602	7 602	7 602	7 602	7 602	7 607	92 179	96 663	101 789
Surplus/(Deficit)		8 514	4 164	(6 281)	(6 281)	9 369	2 569	(6 281)	8 279	563	(6 281)	(6 281)	(6 292)	(4 234)	(2 805)	(2 759)
Transfers recognised - capital		3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	3 303	33 026	17 850	18 664
Contributions recognised - capital														-	-	-
Contributed assets														-	-	-
Surplus/(Deficit) after capital transfers & contributions		11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905
Taxation														-	-	-
Attributable to minorities														-	-	-
Share of surplus/ (deficit) of associate														-	-	-
Surplus/(Deficit)	1	11 817	7 467	(2 978)	(2 978)	12 672	5 872	(2 978)	11 582	3 866	(2 978)	(6 281)	(6 292)	28 792	15 045	15 905

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

5. QUARTERLY PROJECTIONS OF SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS

RICHMOND MUNICIPALITY

OFFICE OF THE SPEAKER AND OFFICE OF THE MAYOR

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SOBIP 2016/2017 FINANCIAL YEAR

INDEX NO.	IDP REF NO.	SOBIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL			
E	E7	OTS 01	Strengthen governance and IGR Structures and Improve Compliance and Public Participation.	Fully Functional Ward Committees	Number Schedules of Ward Committee meetings	Number	1 Schedule of Meetings	31-Aug-16	1 Schedule of Meetings										Schedule of Meetings Submitted to CoGTA
E	E2	OTS 02		Functioning of Ward Committees	Number of Reports submitted to MANCO	Number	21 Reports	Quarterly	21 Reports		21 Reports		21 Reports		21 Reports				Ward Committee Reports/
E	E2	OTS 03		Fully Functional Ward Committees	Minutes of Ward Committee Meetings submitted to CoGTA	Number	21 Sets of Minutes	Quarterly	21 Sets of Minutes		21 Sets of Minutes		21 Sets of Minutes		21 Sets of Minutes				Ward Committee Minutes of Meetings
E	E1	OTS 04		Anti-Corruption Strategy Developed, workshoped and Implemented	Date of Approval By Council	Date	31-Dec-16	31-Dec-16			31-Dec-16								Council Resolution and Minutes of Council Meeting
E	E1	OTS 05		Communication Plan, reviewed and Implemented	Date of Approval of Communication Plan by Council	Date	30-Sep-16	30-Sep-16	30-Sep-16										Council Resolution and Minutes of Council Meeting
E	E2	OTS 06		Capacitated and functional Ward Committees	Number of Ward Secretaries Trained	Number	7	31-Dec-16			7 Trained								Signed Training Schedule
E	E1	MSP 01	Strengthen governance and IGR Structures and Improve Compliance and Public Participation.	Implementation of Mayor's Special Programmes	Date of Approval of Mayor's Calendar of Events	Date	31-Aug-16	31-Aug-16	31-Aug-16										Executive Committee Resolution and Minutes
E	E2	MSP 02			Percentage of Budget Spent in Mayor's Special Programmes	Percentage	100%	30-Jun-17	10%		40%		70%		100%				Expenditure Report
E	E2	MSP 03			Number of Reports on Implementation of MSP to MANCO and EXCO.	Number	4 Quarterly	1 Report			1 Report		1 Report		1 Report				Minutes of Executive Committee and Resolutions
E	E2	MSP 04			Date of Approval of Community Funding Policy.	Date	31-Dec-16	31-Dec-16			31-Dec-16								Council Resolution and Minutes of Council Meeting

RICHMOND MUNICIPALITY
DEPARTMENT - TECHNICAL SERVICES - OPERATIONS MANAGEMENT UNIT

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SRIP 2016/2017 FINANCIAL YEAR

INDEX NO	SIP REF NO.	SIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL			
B	B1	OMU 01	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Number of work schedules implemented for maintenance of verges and grass cutting.	Number	48 Work Schedules	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Gross cutting Work Schedules signed by Supervisor and Senior Technician
B	B1	OMU 02			Number of work schedules signed for maintenance of public open spaces.	Number	12 Work Schedules	Monthly	3 Work Schedules		3 Work Schedules		3 Work Schedules		3 Work Schedules				Work Schedules Signed by Supervisor and Senior Technician for maintenance of public open spaces.
B	B1	OMU 03			Number of work schedules signed for grass maintenance of Municipal Premises.	Number	24 Work Schedules	2 Weekly	6 Work Schedules		6 Work Schedules		6 Work Schedules		6 Work Schedules				Work Schedules signed by Supervisor and Senior Technician for maintenance of municipal premises.
B	B1	OMU 04			Number of New Households with Access to refuse removal as opposed to conventional ways of disposing.	Number	3300	31-Dec-15	1500				3300						List of Households serviced through the new skips purchase by the Municipality.
B	B1	OMU 05			Number of Work schedules signed for weekly refuse collection in residential areas.	Number	48 Weekly Schedules	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for weekly refuse collection signed by the Supervisor and Senior Technician.
B	B1	OMU 06			Number of Work Schedules signed for daily refuse removal.	Number	48 Weekly Schedules for daily collection.	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for daily refuse collection signed by the Supervisor and Senior Technician.
B	B1	OMU 07			Number of Work Schedules signed for daily street cleaning.	Number	48 Weekly Schedules for daily street cleaning.	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for daily street cleaning signed by the Supervisor and Senior Technician.
B	B1	OMU 08	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Number of work schedules signed for daily maintenance of Landfill site.	Number	48 Weekly Schedules for daily maintenance of landfill site.	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for daily maintenance of landfill site signed by the Supervisor and Senior Technician.
B	B1	OMU 09			Number of Inspections and reports for faulty Street Lights.	Number	48 Weekly Inspections Reports and Reports to Ecom.	Weekly	12 Reports		12 Reports		12 Reports		12 Reports				Reports Signed by the Senior Technician and SM Technical Services.
B	B1	OMU 10			Number of Work Schedules signed for garden refuse removal.	Number	12 Work Schedules	Monthly	3 Work Schedules		3 Work Schedules		3 Work Schedules		3 Work Schedules				Work Schedules Signed by Supervisor and Senior Technician for collection of garden refuse.
B	B1	OMU 11			Number of Work Schedules signed for Estates.	Number	48 Weekly Schedules for Estates and Building Renovations.	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for Estates and Building Renovations signed by the Supervisor and Senior Technician.
B	B1	OMU 12			Number of work schedules signed for digging of graves at the cemetery.	Number	48 Weekly Schedules for Digging of Graves at the Cemetery.	Weekly	12 Work Schedules		12 Work Schedules		12 Work Schedules		12 Work Schedules				Work Schedules for Digging of Graves signed by the Supervisor and Senior Technician.
B	B1	OMU 13			Time in days taken to repair municipal vehicles, plant and machinery.	Days	30 Days	Monthly	30 Days in a Month		30 Days in a Month		30 Days in a Month		30 Days in a Month				Job Cards Signed by the Supervisor and Senior Technician on Repairs and Maintenance.
B	B1	OMU 14			Number of Kilometres of Gravel Roads Maintained in All Wards.	Number	28 Kilometres	30-Jun-17	08 Kms		14 Kms		21 Kms		28 Kms				Completion Certificates Signed by the Ward Councillor and Senior Technician and Roads Supervisor.
B	B1	OMU 15			Percentage of Budget Spent on Maintenance of Black Top Roads in Pothole Patching.	Percentage	100%	30-Jun-17	75%		50%		75%		100%				Work Schedule Signed by Supervisor and Senior Technician on Maintenance of Blacktop Roads and Pothole Patching.
B	B1	OMU 16			Date of Review of Infrastructure Maintenance Plan.	Date	30-Sep-16	30-Sep-16	30-Sep-16										Copies of reviewed Maintenance Plan and Minutes of Infrastructure Portfolio Committee.
B	B1	OMU 17			Number of Reports Submitted to Infrastructure Portfolio Committee.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports				Copies of reports and Minutes of Infrastructure Portfolio Committee.
E	E1	OMU 18	Develop and implement Public Participation and Reporting and Evaluation Mechanism.	Public Participation and awareness improved.	Number of Newspaper Articles issued during the year.	Number	4 Articles	Quarterly	1 Article		1 Article		1 Article		1 Article				Copies of Newspaper articles issued during the year.
F	F1	SIP 01	Develop visible IDP with up to date sector plans at the municipality to improve services and infrastructure provision.	Credible and compliant IDP with improved IDP ratings.	Percentage of IDP shortcomings addressed for 2016/2017.	Percentage	100%	31-Dec-16			100%								IDP Review reports for 2016/2017 year.
F	F2	SIP 02	Ensure safety of environment, municipal assets, and community facilities.	Accountability and efficient use of municipal resources.	Number of Plots Cleaned and In-bounds disposed.	Number		Monthly											Letters to the owners and Technical to Addressing own plots.

RICHMOND MUNICIPALITY
DEPARTMENT - TECHNICAL SERVICES - PROJECT MANAGEMENT UNIT

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SDBP 2016/2017 FINANCIAL YEAR

INDEX NO.	TOP REF NO.	SDBP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL			
0	B1	PMU 01	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Date of appointment of contractor for Bulawayo Sportsfield.	Date	31-Dec-15	31-Dec-15			31-Dec-15								Specification and letter of appointment.
0	B1	PMU 02			Percentage stage of Completion of Bulawayo Sportsfield.	Percentage	60%	30 June 2016					20%		60%				Expenditure Report from Finance.
0	B1	PMU 03			Date of appointment of contractor for Sidewalk - Bhambatha	Date	31-Dec-15	31-Dec-15			31-Dec-15								Specification and letter of appointment.
0	B1	PMU 04			Percentage Stage of Completion of Bhambatha Sidewalks.	Percentage	60%	30-Jun-16					20%		60%				Expenditure Report from Finance.
0	B1	PMU 05			Date of registration of Smootson Road - Tarring Project	Date	31-Dec-15	31-Dec-15	31-Dec-15										Notice of project registration from CoGTA.
0	B1	PMU 06			Date of appoint of contractor for Smootson Road Tarring Project	Date	31-Mar-16	31-Mar-16			31-Mar-16								Specification and letter of appointment.
0	B1	PMU 07			Draft of Advertising at Smootson Tarring Project	Date	27-Mar-16	31-Mar-16					31-Mar-16						Expenditure Report from Finance.
0	B1	PMU 08	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Date of registration of Resurfacing of Internal Roads Project in Ward 1	Date	31-Dec-15	31-Dec-15	31-Dec-15									Notice of project registration from CoGTA.	
0	B1	PMU 09			Date of appointment of contractor for resurfacing of roads in Ward 1	Date	31-Mar-16	31-Mar-16			31-Mar-16								Specification and letter of appointment.
0	B1	PMU 10			Percentage stage of completion for resurfacing of internal roads project.	Percentage	10%	30-Jun-16					15%		30%				Expenditure Report from Finance.
0	B1	PMU 11			Date of registration of project for tarring of internal roads in Ward 3	Date	31-Dec-15	31-Dec-15	31-Dec-15										Notice of project registration from CoGTA.
0	B1	PMU 12			Date of appointment of contractor - Tarring of Internal Roads in Ward 3	Date	31-Mar-16	31-Mar-16			31-Mar-16								Specification and letter of appointment.
0	B1	PMU 13			Percentage stage of completion - Tarring of Internal Roads in Ward 3	Percentage	10%	30-Jun-16					15%		30%				Expenditure Report from Finance.
0	B1	PMU 14			Date of registration of project for tarring of internal roads in Ward 4	Date	31-Dec-15	31-Dec-15	31-Dec-15										Notice of project registration from CoGTA.
0	B1	PMU 15	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Date of appointment of Contractor of Project - Tarring of Internal Roads in Ward 4.	Date	31-Mar-16	31-Mar-16			31-Mar-16							Specification and letter of appointment.	
0	B1	PMU 16			Percentage stage of completion for tarring of internal roads in Ward 4	Percentage	10%	30-Jun-16					15%		30%				Expenditure Report from Finance.
0	B1	PMU 17			Percentage stage of completion - Nhlazuka Access Road and Bridge.	Percentage	30%	31-Dec-15	15%			20%							Expenditure Report from Finance.
0	B1	PMU 18			Date of Community meeting in Mafikeng Sportsfield	Date	31-Mar-16	31-Mar-16					31-Mar-16						Expenditure Report from Finance.
0	B1	PMU 19			Percentage stage of completion - Tarring of Sinyathuka Main Road	Percentage	25%	31-Dec-15	10%			25%							Expenditure Report from Finance.
0	B1	PMU 20			Percentage stage of completion - Hlalele Sidewalk Project	Percentage	15%	30-Sep-15	15%										Expenditure Report from Finance.
0	B1	PMU 21			Percentage stage of completion - Mapogo Sidewalks.	Percentage	75%	31-Mar-16	25%			50%			75%				Expenditure Report from Finance.
0	B1	PMU 22	Implement service delivery programmes and reduce services and infrastructure backlogs.	Poverty alleviation, reduction of social evils and healthy living environment.	Percentage stage of completion - Chikwe Street Project	Percentage	90%	30-Jun-16	10%		30%		60%		90%			Expenditure Report from Finance.	
0	B1	PMU 23			Date of appointment of contractor for Ward 5 Electrification Project.	Date	31-Aug-15	31-Aug-15	31-Aug-15										Appointment letter for contractor.
0	B1	PMU 24			Date of appointment of contractor - Ward 3 Electrification Project	Date	31-Aug-15	31-Aug-15	31-Aug-15										Appointment letter for contractor.
0	B1	PMU 25			Date of appointment of contractor - Ward 1, 6 and 4	Date	30-Sep-15	30-Sep-15	30-Sep-15										Appointment letter for contractor.
0	B1	PMU 26			Percentage Stage of Completion - BTHM Electrification Project.	Percentage	100%	30-Jun-16			30%		60%		100%				Expenditure Report from Finance.
0	B1	PMU 27			Percentage Stage of Completion - Sibgem Electrification Project	Percentage	100%	30-Jun-16			30%		60%		100%				Expenditure Report from Finance.
0	B1	PMU 28			Percentage Stage of Completion - Mufun Electrification Project.	Percentage	100%	30-Jun-16			30%		60%		100%				Expenditure Report from Finance.
0	B1	PMU 29			Date of Review of Infrastructure Development Plan.	Date	30-Sep-15	30-Sep-15	30-Sep-15										Copies of reviewed Maintenance Plan and Minutes of Infrastructure Portfolio Committee.

RICHMOND MUNICIPALITY
DEPARTMENT - CORPORATE SERVICES

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH QUARTER - SDIP 2015/2016 FINANCIAL YEAR																				
INDEX NO.	IDP REF NO.	SDIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2015		QUARTER ENDING 31 DECEMBER 2015		QUARTER ENDING 31 MARCH 2016		QUARTER ENDING 30 JUNE 2016		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT	
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL				
A	A2	UGL 01	Implement newly refined systems and process and monitor efficiency through customer surveys and performance management mechanisms.	Optimum operational systems and process and automated resources.	Date of gazetted Council Standing Rules of Order.	Date	30-Sep-16	30-Sep-16	30-Sep-16										Copy of the Gazette and Copy of Invoice/Order to Provincial Gazette.	
A	A2	ICT 01			Site of Network Connection at Richmond Traffic Feeding Centre	Date	30-Sep-16	30-Sep-16	30-Sep-16											Project Plan and Sign of Invoicing
A	A2	ICT 02			Review of ICT strategy	Date	30-Jun-17	30-Jun-17												Portfolio Minutes and Resolution of Executive Committee.
A	A2	ICT 03			Number of Updates of Municipal Website.	Number	12 Times	Monthly	3 Times		3 Times		3 Times		3 Times					Review register for website update.
A	A2	SG 01			Date of adoption of the SALGA standard (Municipal) Customer Services Charter.	Date	30-Sep-16	30-Sep-16	30-Sep-16											Council resolution and minutes of Council Meeting.
A	A2	SG 02			Number of Agendas for Council Meetings issued within 07 Days of Meetings.	Number	12 Agendas	Monthly	3 Agendas		3 Agendas		3 Agendas		3 Agendas					Signed attendance Registers for Council Meetings and Minutes thereto.
A	A2	SG 03			Percentage of secretarial support provided to All Portfolio Committees	Percentage	100%	Quarterly	100%		100%		100%		100%					Minutes of meetings for Portfolio Committees.
A	A2	SG 04			Number of audits conducted at the Registry.	Number	4 Audits	Quarterly	1		1		1		1					Reports of audits conducted.
A	A2	SG 05			Number of Council Resolution Registers Submitted to MANCO.	Number	12 Registers	Monthly	3 Registers		3 Registers		3 Registers		3 Registers					Copies of resolution registers of Council submitted to MANCO.
A	A2	SG 06			Number of Reports submitted to IT and HR Portfolio Committees	Number	4 Reports	Monthly	1 Reports		1 Reports		1 Reports		1 Reports					Copies of reports submitted to IT & HR Portfolio Committees.
A	A3	HR 01	Develop and implement staff retention and management development programme.	Prioritized posts filled on the organogram and strengthening capacity of the workforce.	Percentage of staff trained according to the Workplace Skills Plan.	Percentage	100%	30-Jun-16	10%		40%		70%		100%				Training Schedule signed by trainees.	
A	A3	HR 02			Turnaround time for filling of all vacancies in days.	Days	90 Days	Quarterly	90 Days		90 Days		90 Days		90 Days					Appointment letters and copies of job adverts.
A	A3	HR 03			Review of Employment Equity Plan	Number	1 EE Plan	31-Mar-17	1 EE Plan				31-Mar-17							Employment Equity plan developed and adopted by MANCO.
A	A3	HR 04			Date of adoption of Employment Equity Plan by Portfolio Committee.	Date	31-Mar-16	31-Mar-16					31-Mar-16							Resolution of Council and Minutes of Portfolio Committee.
A	A3	HR 05			Percentage of posts evaluated in terms of the new registration criteria	Percentage	100%	31-Dec-16			50%				100%					Job Evaluation reports.
A	A3	HR 06			Date of Review and presentation of travelling allowance by portfolio Committee.	Date	30-Sep-16	30-Sep-16	30-Sep-16											Resolution of HR Portfolio Committee and Minutes thereto.
A	A3	HR 07			Percentage of requests processed by HR in respect to employment of EPWP staff	Percentage	100%	Quarterly	100%		100%		100%		100%					Approved requests and corresponding employment contracts signed.
A	A3	HR 08			Date of submission of the Annual Report on the implementation of Workplace Skills Plan.	Number	30-Apr-16	Annually									30-Apr-17			Copies of reports submitted to Local Government 10, Table.
A	A3	HR 09			Date of Employee Wellness Days held as a closing function.	Date	15-Dec-16	15-Dec-16			15-Dec-16									Expenditure Reports.
A	A3	LR 01			Number of LRP Meetings Coordinated.	Number	4 Meetings	Quarterly	1 Meeting		1 Meeting		1 Meeting		1 Meeting					Copies of Minutes for Local Labour Forum meetings and attendance Registers.
F	F2	FLT 01	Safeguard the assets of the Municipality and municipal facilities (buildings)	Efficiency in the use of Council resources to promote accountability.	Percentage of newly acquired vehicles and plant branded in Municipal Logo.	Percentage	100%	Monthly	100%		100%		100%		100%				Expenditure and photographs of branded vehicles.	
F	F2	FLT 02			Number of Fleet Management Reports Submitted to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports					MANCO Resolutions and minutes of MANCO.
F	F2	BLDS 01			Date of adoption of Buildings Maintenance Plans by MANCO.	Date	30-Sep-16	30-Sep-16	30-Sep-16											MANCO Resolutions and minutes of MANCO.
F	F2	BLDS 02			Number of building maintenance reports submitted to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports					MANCO Resolutions and minutes of MANCO.
F	F1	IDP 01	Ensuring credible IDP with up to date needs plans of the municipality to improve services and infrastructure provision.	Credible and compliant IDP with improved IDP rating.	Percentage of IDP that is ongoing addressed for 2016/2017	Percentage	100%	31-Dec-15			100%								IDP Review report: En 2015/2016 year.	

RICHMOND MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER - LOCAL ECONOMIC DEVELOPMENT

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - 2016/2017 FINANCIAL YEAR

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - 5 - 2016/2017 FINANCIAL YEAR																					
INDEX NO.	LED REF NO.	SISP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT		
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL					
C	C1	LED 01	Implement LED and Tourism Strategies and Programmes.	Job creation, investor attraction, improved tourism industry and Economic Growth.	Percentage of LED Programmes Strategically Implemented.	Percentage	100%	Quarterly		100%		100%		100%		100%			Progress Reports to MANCO on implementation of LED Strategies.		
C	C1	LED 02			Percentage of Total Budget given as business opportunities to local suppliers and service providers.	Percentage	20%	30-Jun-17							20%				Expenditure Reports from SCM and Finance.		
C	C1	LED 03			Number of Business Plans Submitted for funding applications.	Number	2 Business Plan	30-Jun-17			1 Plan				1 Plan				Copy of Business Plans and Funding Applications.		
C	C1	LED 04			Date of LED Summit (Increase in Tourism, Craft, Outdoor Activities, etc)	Date	30-May-17	30-May-17								30-May-17				Attendance Registers, Programme and Copy of Pamphlet Advertising Event.	
C	C1	LED 05			Date of adoption of Tourism Strategy for the Municipality.	Date	31-Dec-15	31-Dec-15				31-Dec-15								Resolution of EXCO and LED Portfolio Committee.	
C	C1	LED 06			Date of Review and Adoption and investor attraction policy and incentive policy.	Date	30-Sep-15	30-Sep-15			30-Sep-15									Resolution of Council and Copy of the policy adopted.	
C	C1	LED 07			Number of Strategic Partnership agreements facilitated.	Number	31-Jul-17	31-Jul-16								31-Jul-17				Copy of Agreements.	
C	C2	LED 08	Develop and implement SMMIE and Cooperatives Support Programmes.	Developing the local economy and increasing the number of entrepreneurs within the municipal area.	Number of Cooperative and SMMIE development Programmes conducted.	Number	2 Bi-Annually				1					1			Attendance Registers and copy of the development programs implemented.		
C	C2	LED 09			Number of SMMIE and Cooperatives assisted with Registration and Establishment.	Number	100 All together	30-Jun-17	25		50				75		100			List of registered SMMIE and Cooperatives and copies of certificates.	
C	C2	LED 10			Percentage of Informal Traders Sites Allocated to local traders.	Percentage	100%	31-Dec-16	50%		100%									Allocation register signed by the informal traders.	
C	C2	LED 11			Number of new Informal traders sites identified, formalised and allocated.	Number	10 Sites	31-Dec-16			10 Sites									Map/Plan for newly identified sites and allocation register.	
C	C2	LED 12			Number Business Licences issued in respect to applications.	Number	50 Licences	30-Jun-16	25 Licences		50 Licences			75 Licences		100 Licences				Copies of Business Licences issued.	
C	C2	LED 13			Number of reports submitted to MANCO on the functioning of SMMIE Units & Retail Market Facility.	Number	12 Reports	Monthly	3 Reports		3 Reports			3 Reports		3 Reports				Copies of Reports to Management Committee.	
C	C2	LED 14			Number of reports submitted to MANCO on the Management of Forestry and Plantation by NCT.	Number	4 Reports	Quarterly	1 Report		1 Report			1 Report		1 Report				Copies of Reports to Management Committee.	
C	C2	LED 15			Date of advertising the disposal of the portion of the plantation.	Date	30-Sep-15	30-Sep-15	30-Sep-15												Copy of the Advert for the disposal of portion S139 of the plantation.
C	C2	LED 16			Date of advertising development of properties previously given to Umshinga Business Enterprises.	Date	31-Dec-15	31-Dec-15				31-Dec-15									Copy of advert for the development of residential sites.
C	C3	LED 17	Establish and Coordinate Local Economic Development Structures in the Municipal Area.	Functional and effective local economic development structures	Number of reports submitted to MANCO on resolutions of LED Forum.	Number	4 Reports	Quarterly	1 Report		1 Reports		1 Reports		1 Reports				Copy of the reports and minutes of LED Forum.		
C	C3	LED 18			Number of Reports submitted to MANCO in relation to UMMDM EPWP FORUM, LEC, DEC and PRC, YOUTH JOBS IN WASTE PRC and PCTO.	Number	4 Reports	Quarterly	1 Report		1 Reports			1 Reports		1 Reports				Copies of Reports to Management Committee.	
C	C3	LED 19			Date of Gazetteing reviewed LED By-Laws for enforcement.	Date	31-Dec-16	31-Dec-16				31-Dec-16									Copy of the Gazetteed By-Laws for LED.
C	C3	LED 20			Date of reestablishment of LED Forum.	Date	30-Sep-15	30-Sep-15	30-Sep-15												Attendance register and terms of reference for LED Forum.
C	C4	RI 9	Implement Local Economic Development and Tourism Programs	Stimulate and promote economic growth within the town	Number of Job Cooperatives Created through Social EPWP	Number	266	30-Jun-17	47		134		70		266						
C	C4	RI 10			Number of Job Cooperatives created through Informal Projects	Number	160	30-Jun-17	40		80			120		160					
E	E1	QUD 06	Drive up and implement Public Participation and Monitoring and Evaluation Mechanisms	Public Participation and Awareness Increased	Number of Newspaper Articles issued during the year	Number	4 Articles	Quarterly	1 Article		1 Article		1 Article		2 Article				Copy of Newspaper articles issued during the year.		
F	F1	IDP 02	Develop credible IDP with up-to-date socio-economic data of the municipality to improve services and infrastructure provision	Credible and functional IDP with improved IDP rating	Percentage of IDP submissions addressed for 2016/2017	Percentage	100%	31-Dec-16				100%							IDP Review report for 2016/2017 year.		

RICHMOND MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER - PERFORMANCE MANAGEMENT, BACK TO BASIC AND SDBIP

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SDBIP 2016/2017 FINANCIAL YEAR

INDEX NO.	SDBIP REF NO.	SDBIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL			
A	A1	PMS 01	Develop and implement integrated Balanced Scorecard methodology.	Improved organisational and individual performance at all levels.	Date of tabling of Draft SDBIP for 2017/2018 financial year.	Date	30-Mar-17	30-Mar-17											Council Resolution and Minutes of Council Meeting.
A	A1	PMS 02			Date of approval of Draft SDBIP for 2017/2018 by the Mayor.	Date	28-Jun-17	28-Jun-17											Copy of the signed Final SDBIP for 2017/2018.
A	A1	PMS 03			Date of Publication of Approved SDBIP for 2017/2018	Date	30-Jun-17	30-Jun-17											Copy of the advert issued to the newspaper.
A	A1	PMS 04			Number of SDBIP reports for 2016/2017 financial year submitted to EXCO.	Number	4 Reports	Quarterly	1 Report		1 Report		1 Report		1 Report				Executive committee Resolution and Copy of Quarterly SDBIP Reports.
A	A1	PMS 05			Number of quarterly PMS reports for all staff submitted to MANCO.	Number	4 Reports	Quarterly	1 Report		1 Report		1 Report		1 Report				Copies of staff quarterly PMS reports and MANCO resolution.
A	A1	Ph-06			Date of signing of all staff work plans for 2016/2017 financial year.	Date	31-Jul-16	31-Jul-16	31-Jul-16										Copies of all staff workplans signed and submitted to PMS Office.
A	A1	PMS 07			Percentage of staff quarterly performance reviews conducted.	Percentage	100%	Quarterly	100%		100%		100%		100%				Copies of Performance Reports.
A	A1	PMS 08			Date of Annual Performance Appraisal for All Staff for 2015/2016 year.	Date	30-Sep-16	30-Sep-16	30-Sep-16										Reports of the Management Performance Review Committee.
A	A1	PMS 09			Date of Submission of Mid Year Performance Review Report to Council.	Date	25-Jan-17						25-Jan-17						Resolution of Council and Copy of the Mid Year Report.
A	A1	PMS 10			Date of Submission of Annual Performance Report for 2015/2016 Financial Year.	Date	15-Aug-16	15-Aug-16	15-Aug-16										Copy of the Report to be included in the annual report.
A	A1	PMS 11			Date of tabling of Annual Report for 2015/2016 to Council.	Date	25-Jan-17	25-Jan-17							25-Jan-17				Resolution of Council and Copy of the Annual Report for 2015/2016.
A	A1	PMS 12			Date of tabling of Oversight Report on the Annual Report for 2015/2016.	Date	31-Mar-17	31-Mar-17							31-Mar-17				Resolution of Council and Minutes of the Oversight Committee.
A	A1	PMS 13			Number of Monthly Back 2 Basic Templates Completed and Submitted.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports				Copies of Monthly Back 2 Basic Reports Submitted.
A	A1	PMS 14			Number of Quarterly Back to Basic Templates Completed and Submitted.	Number	4 Reports	Quarterly	1 Report		1 Report		1 Report		1 Report				Copies of quarterly back to Basic Reports Submitted.
A	A1	PMS 15			Date of Submission of Annual Report for 2015/2016 to Auditor General.	Date	31-Aug-16	31-Aug-16	31-Aug-16										Copy of the Annual Report for 2015/2016.

RICHMOND MUNICIPALITY
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - IDRP 2016/2017 FINANCIAL YEAR																				
INDEX NO.	IDP REF NO.	SDRP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT	
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL				
E	E2	OMM01	Develop and Implement Public Participation and Monitoring and Evaluation Mechanisms	Public Participation and awareness improved	Number of IDP/Budget needs (ambassadors) Conducted in Each Ward for 2017/2018	Number	7 Meetings	31-Dec-16			7 Meetings								Minutes of Meetings and Attendance Registers	
E	E2	OMM02			Number of IDP/Budget Report Back Meetings Held for 2016/2017	Number	7 Meetings	Quarterly	7 Meetings			7 Meetings		7 Meetings		7 Meetings				Minutes of Meetings and Attendance Registers
E	E2	OMM03			Number of Reports by Departments on Implementation of IDP 2016/2017	Number	48 Reports	Monthly	12 Reports			12 Reports		12 Reports		12 Reports				Minutes of MANCO meetings with supporting documents from Departments
E	E2	OMM04			Date of Risk Assessment Workshop for 2016/2017 financial year	Date	31-Jul-16	31-Jul-16	31-Jul-16											Consolidated Risk Register for the Municipality
E	E2	OMM05			Number of Risk Register Implementation Reports Submitted to Risk Committee	Number	4 Reports	Quarterly	1 Report			1 Report		1 Report		1 Report				Minutes of Risk Committee of the Municipality
E	E2	OMM06			Number of Newspaper Articles Issued during the year	Number	4 Articles	Quarterly	1 Article			1 Article		1 Article		1 Article				Copies of Newspaper articles issued during the year
E	E2	OMM07			Percentage of Loudhailing Requests Actioned	Percentage	100%	Monthly	100%			100%		100%		100%				Copies of loudhailing requests actioned
E	E2	OMM08			Date of adoption of Customer Services Charter for the Municipality	Date	30-Sep-16	30-Sep-16	30-Sep-16											Copy of Council Resolution and copy of Customer Service Charter for the Municipality
E	E2	OMM09			Number of reports generated from clearing of suggestion boxes submitted to MANCO	Number	04 Reports	Quarterly	1 Report			1 Report		1 Report		1 Report				Copies of reports submitted to MANCO
E	E2	OMM10			Date of Workshop for Staff on Batho Pele Principles		30-Sep-16	30-Sep-16	30-Sep-16											Attendance Register and Presentation on Batho Pele
E	E1	OMM11	Develop and implement an anti-corruption strategy and communication plan	Fully functional governance structures and continuous monitoring and evaluation of progress and compliance	Number of MPAC Reports submitted to Council	Number	4 Reports	Quarterly	1 Report		1 Report		1 Report		1 Report				Resolution of Council and copies and reports	
E	E1	OMM12			Percentage of Internal Audit Plan implemented	Percentage	100%	30-Jun-17	25%			50%		75%		100%				Audit Plan signed by the Audit Committee having been executed
E	E1	OMM13			Date of approval of Internal Audit Plan by the Audit Committee	Date	31-Aug-16	31-Aug-16	31-Aug-16											Copy of signed audit plan
F	F1	IDP 01	Develop credible IDP with up-to-date sector plans of the municipality to improve services and infrastructure provision	Credible and compliant IDP with improved IDP rating	Level of IDP rating achieved for 2016/2017	Level	High	31-Dec-16			High								IDP rating letter from CoGTA indicating rating for 2016/2017	
F	F1	IDP 02			Percentage of IDP shortcomings addressed for 2016/2017	Percentage	100%	31-Dec-16			100%									IDP Review reports for 2016/2017 year
F	F1	IDP 03			Date of Submission of IDP Process Plan for 2017/2018	Date	31-Aug-16	31-Aug-16	31-Aug-16											Council Resolution and Minutes of Council Meeting
F	F1	IDP 04			Date of Submission and adoption of Draft IDP for 2017/2018	Date	31-Mar-17	31-Mar-17					31-Mar-17							Council Resolution and Minutes of Council Meeting
F	F1	IDP 05			Date of approval of final draft IDP for 2017/2018	Date	31-May-17	31-May-17							31-May-17					
A	A2	P&DEV 01	Implement newly refined systems and processes and monitor efficiency through customer surveys and performance management mechanisms	Quick turnaround time on requests for support services, automated systems and improved customer satisfaction	Average number of days taken to process PDA/SP/LUMA applications	Number	80 Days per application	30-Jun-17	80 Days per application		80 days per application		80 days per application		80 Days per application				PDA Application approval and copies of the report	
A	A2	P&DEV 02			Percentage of Building Plans processed and approved within 10 Working Days	Percentage	100%	Monthly	100%			100%		100%		100%				Copies of Building Plans approval
A	A2	P&DEV 03			Number of Building inspections conducted for illegal buildings	Number	48 Inspections	Weekly	12 Inspections			12 Inspections		12 Inspections		12 Inspections				Inspection Schedule signed by the Inspector and the Manager Development and Planning
A	A2	P&DEV 04			Date of adoption of reviewed Special Development Framework	Date	31-Mar-17	31-Mar-17					31-Mar-17							Resolution of Council adopting the reviewed SDF
A	A2	P&DEV 05			Date of workshop for Stakeholders for extension of Richmond Town Planning Scheme and Rural Land Use Management Policy	Date	31-Aug-16	31-Aug-16	31-Aug-16											Attendance Register and Presentation on Extension of Richmond Town Planning Scheme and Rural Land Use Management Policy

RICHMOND MUNICIPALITY
DEPARTMENT - COMMUNITY SERVICES

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - FIDUP 2016/2017 FINANCIAL YEAR

INDEX NO.	TOP REF NO.	STRAT. INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016	QUARTER ENDING 31 DECEMBER 2016	QUARTER ENDING 31 MARCH 2017	QUARTER ENDING 30 JUNE 2017	REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
								PROJECTED	ACTUAL	PROJECTED	ACTUAL			
F1	F1	IFP 01	Develop a credible IDP with up-to-date written plans of the municipality to improve services and infrastructure provision	1 credible and implement IDP with approved IDP rating	Percentage of IDP (Photo wings) addressed for 2016/2017	100%	31-Dec-16			100%				ADP Review Report for 2016/2017 year
F1	F1	SEAC01	Promote participation of Local Youth in Sports and Recreation and Arts and Culture Programmes.	Date of Selection Event for Participation in District SALGA Games for 2016/2017	Date	31-Aug-16	31-Aug-16	31-Aug-16						List of selected participants.
F1	F1	SEAC02		Number of Sporting Codes Identified and assisted to participate in District SALGA Games	Number	18 Sports Codes	31-Aug-16							List of Sporting Codes identified.
F1	F1	SEAC03		Percentage of Budget Spent in District SALGA Games	Percentage	100%	31-Dec-16	80%		100%				Expenditure Report.
F1	F1	SEAC04		Percentage Implementation of arts and Culture events programmes	Percentage	100%	31-Dec-16	70%		100%				Expenditure Report.
F1	F1	SECS01	Ensure safety of environment, municipal assets, and community facilities	Number of security Management Reports Submitted to Management Committee	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		MANCO Resolution and Minutes of Meeting.
F1	F1	SECS02		Number of Municipal and Community Facilities Reports submitted to MANCO	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		MANCO Resolution and Minutes of Meeting.
F1	F1	SECS 03		Number of letters issued to Owners in District own Plans	Number	12 Reports	Quarterly	3 Reports		3 Reports		3 Reports		Letters to the owner and Technical to Address compliance order
B1	B2	COM DEV 01	Implement social, safety and security and disaster management programmes	Number of Disaster awareness campaigns facilitated through District Turnaround time in responding to Disaster incidents.	Number	7	31-Dec-16			7 Campaigns				Attendance Registers
B1	B2	COM DEV 02		Number of HIV/AIDS Awareness interventions facilitated during the year.	Time	Within 24 Hrs	Within 24 Hrs of Report	Within 24 Hrs of Report		Within 24 Hrs of Report		Within 24 Hrs of Report		Disaster Reports submitted to the District.
B1	B2	COM DEV 03		Number of Sukuma Sakhe Reports submitted to Management Committee.	Number	01 Event	31-Dec-16			01 Event				Attendance Registers
B1	B2	COM DEV 04		Number of programmes implemented in Libraries	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		MANCO Resolutions and Minutes of Meetings.
B1	B3	COM DEV 05	Promote use of library facilities and dissemination of information through the use of Youth Local Office.	Percentage of budget spent in purchasing books.	Percentage	100%	30-Jun-17	25%		50%		75%		Expenditure Reports.
B1	B3	COM DEV 06		Percentage of Library Grant Spent in terms of the SLA.	Percentage	100%	30-Jun-17	25%		50%		75%		Expenditure Reports.
B1	B2	COM DEV 07		Date of Opening of Richmond Traffic Testing Centre.	Date	30-Sep-16	30-Sep-16	30-Sep-16						Opening Event plan.
B1	B2	COM DEV 08		Number of Traffic Management Reports Submitted to MANCO	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		MANCO Resolutions and Minutes of Meeting.
B1	B2	COM DEV 09	Implement service delivery programmes and reduce services and infrastructure backlogs.	Number of Road Traffic Act Awareness Campaigns	Number	7 in All Wards	30-Jun-16	1 Campaign		3 Campaigns		5 Campaigns		List of Beneficiary Report signed by Beneficiary Stakeholder
B1	B1	HS 01		Date of Signing of Tripartite Agreement for Siyathushuka Phase 2	Date	31-Dec-16	31-Dec-16			31-Dec-16				Signed Tripartite Agreement for Siyathushuka Phase 2
B1	B1	HS 02		Date of Signing of Construction Agreement for Hopewell Upgrade.	Date	31-Dec-16	31-Dec-16			31-Dec-16				Signed Tripartite Agreement for Hopewell Upgrade
B1	B1	HS 03		Percentage Stage of Completion for Zweluthu Housing Project.	Percentage	100%	31-Dec-16	95%		100%				Partial Completion Certificate.
B1	B1	HS 04	Poverty alleviation, reduction of social evils and healthy living environment.	Number of new low cost houses constructed in Mthatha Housing Project.	Number	240 Units	30-Jun-16	60 Units		120 Units		180 Units		Number of happy letters signed.
B1	B1	HS 05		Number of Progress Reports on the Implementation of the Middle Income Housing Project.	Number	12 Monthly	3 Reports			3 Reports		3 Reports		Number of reports submitted.

RICHMOND MUNICIPALITY
DEPARTMENT - BUDGET & TREASURY OFFICE

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SBIP 2016/2017 FINANCIAL YEAR.

VOTE NO.	IDP REF NO.	SBIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	UNIT OF MEASUREMENT	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER 2016		QUARTER ENDING 31 DECEMBER 2016		QUARTER ENDING 31 MARCH 2017		QUARTER ENDING 30 JUNE 2017		REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL			
D	D1	SCM 01	Enforce compliance with SCM Policy in the implementation of procurement plan to control expenditure and supply of goods and services to maximize value for money.	SCM Efficiency and Compliance with SCM Policy of the Municipality	Date of Submission of Demand Management Plan to MANCO.	Date	31-Aug-16	31-Aug-16	31-Aug-16									Resolution of MANCO and copy of procurement plan.	
D	D1	SCM 02			Number of reports on the implementation of DMP to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Resolution of MANCO and copy of procurement plan.	
D	D1	SCM 03			Number of Deviation Reports Submitted to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Resolution of MANCO and copy of procurement plan.	
D	D1	SCM 04			Number of Irregular Fruitless and Wasteful Expenditure Reports reported to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Resolution of MANCO and copy of procurement plan.	
D	D1	EXP 01			Number of reports submitted to MANCO on the implementation of SCOA.	Number	4 Reports	Quarterly	1 Report		1 Report		1 Report		1 Report			Resolution of MANCO and copy of procurement plan.	
D	D1	EXP 02			Percentage of Creditors paid within 30 days of invoice date.	Percentage	100%	Monthly	100%		100%		100%		100%			Creditors Age Analysis.	
D	D2	REV 01	Ensure maximum implementation of Credit Control policy, enhance billing systems and implement revenue enhancement strategy.	Reduction In debtors, increase revenue collection and increase revenue base for the municipality.	Percentage of old debt recovered (late per quarter)	Percentage	20%	30-Jun-17	5%		5%		5%		5%			Debtors Age Analysis Report.	
D	D2	REV 02			Percentage of current billing collected on a monthly basis.	Percentage	75%	Monthly	75%		75%		75%		75%			Debtors Age Analysis Report.	
D	D2	REV 03			Date of Review of Revenue Enhancement Strategy.	Date	31-Mar-17	31-Mar-17					31-Mar-17					Resolution of MANCO and reviewed documents.	
D	D2	REV 04			Number of alternative funding sources explored and identified.	Number	1 Funding Source	31-Mar-17					1 Funding Source					Report to MANAGEMENT COMMITTEE.	
D	D2	REV 05			Number of reports for collection of lease rentals for SHAME Units and Touring Centre.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Reports to Management Committee.	
D	D3	ASL 01	Develop and Implement financial compliance plans, AG and IA Action Plans to improve financial planning and reporting.	Unqualified Audit Opinions, Creditable Budgets and Financial Compliance	Percentage of Municipal Investment Property Assets valued.	Percentage	100%	30-Jun-17						100%				Valuation report from the valuation expert.	
D	D3	ASL 02			Date for the assessment of Municipal Landfill site for its useful life.	Date	30-Jun-16	30-Jun-17						30-Jun-16				Assessment report of the landfill site.	
D	D3	ASL 03			Percentage of physical asset verification conducted.	Percentage	100%	Bi-Annually			100%			100%				Physical asset count report submitted to MANCO.	
D	D3	B&T 01			Date of adoption of Budget and IDP process plan for 2017/2018 adopted by Council.	Date	31-Aug-16	31-Aug-16	31-Aug-16									Council resolution and copy of Budget process Plan.	
D	D3	B&T 02			Date of tabling of draft budget for 2017/2018 at Council.	Date	31-Mar-17	31-Mar-17					31-Mar-17					Council resolution and copy of Draft Budget for 2017/2018.	
D	D3	B&T 03			Date of approval of Draft Budget for 2017/2018.	Date	31-May-17	31-May-17						31-May-17				Council resolution and copy of approved budget.	
D	D3	B&T 04			Date of Submission of Annual Financial Statements for 2016/2016.	Date	31-Aug-16	31-Aug-16	31-Aug-16									Copy of the signed AFS for 2016/2016.	
D	D3	B&T 05			Number of Section 71 reports submitted to MANCO and EXCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Reports to MANAGEMENT COMMITTEE.	
D	D3	B&T 06			Date of Submission of Section 72 Report for 2016/2017 to Council.	Date	25-Jan-17	25-Jan-17					25-Jan-17					Council resolution adopting the Section 72 Report.	
D	D3	B&T 07			Number of Grants Reports Submitted to MANCO.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		3 Reports			Reports to MANAGEMENT COMMITTEE.	
E	E3	CAMH08	Ownership and Involvement Public Participation and Monitoring and Evaluation Mechanisms	Public Participation and involvement Increased	Number of Newspaper Articles issued during the year	Number	4 Articles	Quarterly	1 Article		1 Article		1 Article		1 Article			Logins of Newspaper articles issued during the year.	
F	F1	IDP 01	Develop credible IDP with up to date vision plan of the municipality to improve services and infrastructure provision	Credible and compliant IDP with improved IDP rating	Percentage of IDP assessments achieved for 2016/2017	Percentage	100%	31-Dec-16			100%							IDP Review reports for 2016/2017 year.	

RICHMOND MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER: PLANNING AND DEVELOPMENT

QUARTERLY PROJECTIONS FOR SERVICE DELIVERY TARGETS AND PERFORMANCE INDICATORS FOR EACH VOTE - SDBIP 2016/2017 FINANCIAL YEAR

INDEX NO.	IDP REF NO.	SDBIP REF NO.	STRATEGIC INITIATIVE/ACTIVITY	OUTPUTS AND OUTCOMES	INDICATOR	OF MEASURE	ANNUAL TARGET	TARGET DATE	QUARTER ENDING 30 SEPTEMBER	QUARTER ENDING 31	QUARTER ENDING 31 MARCH	QUARTER ENDING 30 JUNE 2017	REASON FOR DEVIATION	CORRECTIVE MEASURE	SOURCE DOCUMENT
									PROJECTED	ACTUAL	PROJECTED	ACTUAL	PROJECTED	ACTUAL	
F	F1	IDP 01	Develop credible IDP with up-to-date sector plans of the municipality to improve services and infrastructure provision.	Credible and compliant IDP with improved IDP rating.	Level of IDP rating achieved for 2016/2017.	Level	High	31-Dec-16			High				IDP rating letter from CoGTA indicating rating for 2016/2017.
F	F1	IDP 02			Percentage of IDP shortcomings addressed for 2016/2017.	Percentage	100%	31-Dec-16			100%				IDP Review reports for 2016/2017 year.
F	F1	IDP 03			Date of Submission of IDP Process Plan for 2017/2018.	Date	31-Aug-16	31-Aug-16	31-Aug-16						Council Resolution and Minutes of Council Meeting.
F	F1	IDP 04			Date of Submission and adoption of Draft IDP for 2017/2018.	Date	31-Mar-17	31-Mar-17				31-Mar-17			Council Resolution and Minutes of Council Meeting.
F	F1	IDP 05			Date of approval of final draft IDP for 2017/2018.	Date	31-May-17	31-May-17					31-May-17		Council Resolution and Minutes of Council Meeting.
A	A2	P&DEV 01	Implement newly refined systems and processes and monitor efficiency through customer surveys and performance management mechanisms.	Quick turnaround time on requests for support services, automated systems and improved customer satisfaction.	Average number of days taken to process PDA/SPLUMA applications.	Number	80 Days per application	30-Jun-17	80 Days per application		80 days per application		80 days per application		PDA Application approval and copies of the report.
A	A2	P&DEV 02			Percentage of Building Plans processed and approved within 10 Working Days.	Percentage	100%	Monthly	100%		100%		100%		Copies of Building Plans approval.
A	A2	P&DEV 03			Number of Building Inspections conducted for illegal buildings	Number	48 Inspections	Weekly	12 Inspections		12 Inspections		12 Inspections		Inspection Schedule signed by the Inspector and the Manager Development and Planning.
A	A2	P&DEV 04			Date of adoption of reviewed Spatial Development Framework.	Date	31-Mar-17	31-Mar-17				31-Mar-17			Resolution of Council adopting the reviewed SDF.
A	A2	P&DEV 05			Date of workshop for Stakeholders for extension of Richmond Town Planning Scheme and Rural Land Use Management Policy.	Date	31-Aug-17	31-Aug-17	31-Aug-17						Attendance Register and Presentation on Extension of Richmond Town Planning Scheme and Rural Land Use Management Policy.
A	A2	P&DEV 06			Date of Approval of Extension of Richmond Town Planning Scheme and Rural Land use Management Policy in All Ward.	Date	31-Mar-17	31-Mar-17				31-Mar-17			Resolution of Council adopting the Town Planning Scheme for All Wards.
A	A2	P&DEV 07			Number of progress Reports submitted to MANCO for Richmond Town Planning scheme and Rural Land Use Management Policy.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		Copies of reports submitted to MANCO
A	A2	P&DEV 08			Number of Progress Reports on the Implementation of Hopewell Cemetery Project.	Number	12 Reports	Monthly	3 Reports		3 Reports		3 Reports		Copies of reports submitted to MANCO
E	E2	OHM06	Develop and Implement Public Participation and Monitoring and Evaluation Mechanisms	Public Participation and awareness Improved	Number of Newspaper Articles issued during the year.	Number	4 Articles	Quarterly	1 Article		1 Article		1 Article		Copies of Newspaper articles issued during the year

6. WARD INFORMATION FOR EXPENDITURE AND SERVICE DELIVERY AND DETAILED CAPITAL WORKS PLAN

RICHMOND MUNICIPALITY
CAPITAL BUDGET:2016/2017
BASIC CAPITAL

<u>DEPARTMENT</u>	<u>DESCRIPTION</u>	<u>FUNDING</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
<u>Finance</u>					
	Shelving	RM	100 000,00		
	Office Furniture (Desks)	RM	30 000,00		
	2 Laptops	RM	30 000,00		
<u>Corporate</u>					
	2 Desktop Computer - Senior Admin Clerk and Admin Ofil	RM	24 000,00		
	Blinds for IT Office	RM	6 000,00		
	LDV - Building Maintenance	RM	180 000,00		
	Office Furniture	RM	15 000,00		
	Digital Attendance recorder	RM	6 000,00		
	Small Tools	RM	5 000,00		
TOTAL BASIC CAPITAL			396 000,00	-	-

<u>DEPARTMENT</u>	<u>FUNDING</u>	<u>2016/2017</u>	<u>2017/2018</u>	<u>2018/2019</u>
<u>ADHOC</u>				
<u>Community</u>				
	Dept of Arts and Culture			
	Library Book Tagging system	125 000,00		
	Small Business Incubation Centre	COGTA	2 000 000,00	
<u>Mig funded projects</u>				
	Slahla Access Road	MIG	247 050,00	
	Resurfacing of residential Roads Ward 1	MIG	6 000 000,00	2856063,64
	Construction of Sidewalk - Bambatha to Ndabikona	MIG	2 859 000,00	
	Tarring of internal roads - Ward 4	MIG	2 500 000,00	5529752,89
	Construction of KwaBulawayo Sportfield - Ward 5	MIG	4 500 000,00	2386968
	Construction of Uganda Road - Ward 7	MIG	3 420 000,00	

7. APPROVAL BY THE MAYOR

The First Draft Service Delivery and Budget Implementation Plan for the Richmond Municipality for 2016/2017 was approved by the Honourable Mayor, Councillor A Ragavaloo on

Signature
Councillor A Ragavaloo

Date

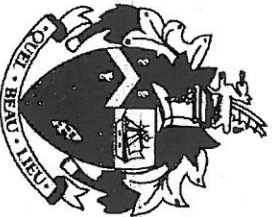


RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

Cost Containment Measures



Richmond Municipality

Umasipala wase - Richmond

57 Shepstone Street
Private Bag 1028
Richmond, KwaZulu-Natal
3780

Telephone / Ucingo: 033 - 212 2155
Fax / Isikhahlamesi: 033 - 212 2102
E-mail: anionetew@richmond.gov.za
Website: www.richmond.gov.za

Our Ref:
Your Ref:

All correspondence to be addressed to the Municipal Manager
Qondisa Yonke imininingwane kuMnenja kaMasipala

Our ref : File 1/7/2016/17

Richmond Municipality KZN227

TO : ALL COUNCILLORS
ALL DEPARTMENTS

BUDGET AND TREASURY: CIRCULAR 01/2016/2017

COST CONTAINMENT MEASURES

In the 2016 State of the Nation Address by the President, the cost containment measures announced by the Minister of Finance in 2013 were re-emphasised. It was highlighted that excessive and wasteful expenditure has been reduced, but there is still more to be done to cut wastage. The Minister of Finance announced further measures in his budget speech on 24 February 2016. The Mayors of municipalities have been urged to join in eliminating wasteful expenditure in government.

As per MFMA circular 79, municipalities are requested to table cost containment measures in council and to submit evidence thereof to the National and Provincial Treasuries together with the budget documentation in terms of the MFMA.

In view of the afore mentioned, it is imperative that these cost containment measures be adhered to in order to protect the service delivery spending in the municipality:-

- All departments to undertake a proper organogram review to eliminate non-essential posts;
- Any newly proposed organogram that proposes the addition of posts to staff establishments may not be implemented until the country's period of fiscal consolidation is over;
- Moratorium on the filling of non-critical posts. Accounting officer and CFO to determine which posts are critical and may be filled;
- Departments to undertake headcounts to eliminate ghost employees;
- Freeze budgets for non-essential goods and services at 2016/2017 levels;
- No tracksuits, t-shirts or other promotional materials to be handed out at Events;
- VIP catering to be kept to a minimum and should only be for specifically invited dignitaries and not for municipal employees;
- Furniture and equipment purchases to be approved by Accounting officer and CFO. All furniture and equipment to be purchased should be standardized according to staff designations;
- Explore energy saving projects with an aim of reducing electricity and water usage;
- Timeous planning to ensure market related prices are charged by service providers;

- Database of local service providers and fixed prices per commodity to ensure exorbitant prices are not charged;
- Departments to provide listing of events to be held in 2016/2017 for synergies and sharing of costs to be realized;
- Marquees and catering costs for events to be reduced through timeous procurement;
- S&T- only essential trips to be undertaken;
- Cell phone, landline and data bundle costs to be reviewed and limitations in respect of usage and approval of these services to be effected;
- Responsible managers to ensure co-ordinated travel to reduce costs;
- Meetings and workshops to be held where the majority of the official reside/work;
- Departments to develop an integrated annual calendar so that meetings and workshops are properly co-ordinated to reduce travel costs;
- Ensure that meetings start at reasonable times to reduce need to sleepover. Cut down on unnecessary overnight accommodation;
- Assessment must be done between road travel to end destination vs distance to airport;
- Number of officials attending events to be kept at an absolute minimum;
- Car hire bookings- class of vehicle to be lowered(minimum class to be effected);
- Catering for meetings be stopped;
- Officials to travel together unless absolutely unavoidable
- Internal meetings, strategic planning sessions and workshops to be held in department's offices instead of private venues;
- No team building exercises or year-end/Christmas functions (only permitted if paid for by employees themselves);
- Where there are one-day meetings in other provinces, officials must travel there and back on the same day (where possible);
- Departments must minimize the use of color pages in their documents, as well as use of lighter weight of pages and covers. Look at the feasibility of using electronic distribution to reduce costs;
- Strict control of overtime;
- No bottled water may be procured for meetings, etc;
- Only assist community members in a disaster in which disaster has been gazette by the MEC;



RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

Service level Standards

Province: **RICHMOND Municipality(KZN227)** - Schedule of Service Delivery Standards Table

Standard	Description	Service Level
Solid Waste Removal		
Premise based removal (Residential Frequency)		ONCE A WEEK
Premise based removal (Business Frequency)		TWICE A WEEK
Bulk Removal (Frequency)		5 TIMES A WEEK
Removal Bags provided(Yes/No)		NO
Garden refuse removal Included (Yes/No)		YES
Street Cleaning Frequency in CBD		DAILY
Street Cleaning Frequency in areas excluding CBD		ONCE A WEEK
How soon are public areas cleaned after events (24hours/48hours/longer)		24HOURS
Clearing of illegal dumping (24hours/48hours/longer)		72 HOURS
Recycling or environmentally friendly practices(Yes/No)		YES
Licensed landfill site(Yes/No)		YES
Water Service		
Water Quality rating (Blue/Green/Brown/NO drop)		N/A
Is free water available to all? (All/only to the indigent consumers)		N/A
Frequency of meter reading? (per month, per year)		N/A
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		N/A
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		N/A
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)		
One service connection affected (number of hours)		N/A
Up to 5 service connection affected (number of hours)		N/A
Up to 20 service connection affected (number of hours)		N/A
Feeder pipe larger than 800mm (number of hours)		N/A
What is the average minimum water flow in your municipality?		N/A
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		N/A
How long does it take to replace faulty water meters? (days)		N/A
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)		N/A
Electricity Service		
What is your electricity availability percentage on average per month?		N/A
Do your municipality have a ripple control in place that is operational? (Yes/No)		N/A
How much do you estimate is the cost saving in utilizing the ripple control system?		N/A
What is the frequency of meters being read? (per month, per year)		N/A
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)		N/A
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		N/A

Duration before availability of electricity is restored in cases of breakages (Immediately/one day/two days/longer)	N/A
Are accounts normally calculated on actual readings? (Yes/no)	N/A
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	N/A
How long does it take to replace faulty meters? (days)	N/A
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	N/A
How effective is the action plan in curbing line losses? (Good/Bad)	N/A
How soon does the municipality provide a quotation to a customer upon a written request? (days)	N/A
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	N/A
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	N/A
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	N/A
Sewerage Service	
Are your purification system effective enough to put water back in to the system after purification?	N/A
To what extend do you subsidize your indigent consumers?	N/A
How long does it take to restore sewerage breakages on average	
Severe overflow? (hours)	N/A
Sewer blocked pipes: Large pipes? (Hours)	N/A
Sewer blocked pipes: Small pipes? (Hours)	N/A
Spillage clean-up? (hours)	N/A
Replacement of manhole covers? (Hours)	N/A
Road Infrastructure Services	
Time taken to repair a single pothole on a major road? (Hours)	1 hours
Time taken to repair a single pothole on a minor road? (Hours)	1 hours
Time taken to repair a road following an open trench service crossing? (Hours)	2hours
Time taken to repair walkways? (Hours)	1-2 hours
Property valuations	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	ONE MONTH
Do you have any special rating properties? (Yes/No)	NO
Financial Management	
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	DECREASE
Are the financial statement outsourced? (Yes/No)	NO
Are there Council adopted business process structuring the flow and managemet of documentation feeding to Trial Balaince?	YES
How long does it take for an Tax/Invoice to be paid from the date it has been received?	30DAYS
Is there advance planning from SCM unit linking all departmental plans quaterly and annually including for the next two to three years procurement plans?	YES
Administration	

Reaction time on enquiries and requests?	3 Days	
Time to respond to a verbal customer enquiry or request? (working days)	same time	
Time to respond to a written customer enquiry or request? (working days)	3 Days	
Time to resolve a customer enquiry or request? (working days)	5 Days	
What percentage of calls are not answered? (5%,10% or more)	5%	
How long does it take to respond to voice mails? (hours)	1 hour	
Does the municipality have control over locked enquiries? (Yes/No)	yes	
Is there a reduction in the number of complaints or not? (Yes/No)	yes	
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	1DAY	
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	WEEKLY OR AS AND WHEN REQUIRED	
Community safety and licensing services		
How long does it take to register a vehicle? (minutes)	4 MINUTES	
How long does it take to renew a vehicle license? (minutes)	4 MINUTES	
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	5 MINUTES	
How long does it take to de-register a vehicle? (minutes)	5 MINUTES	
How long does it take to renew a drivers license? (minutes)	7 MINUTES	
What is the average reaction time of the fire service to an incident? (minutes)	20MINUTES	
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	30 MINUTES	
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	120 MINUTES	
Economic development		
How many economic development projects does the municipality drive?		
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?		10
What percentage of the projects have created sustainable job security?	60%	
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	Yes - Draft	
Other Service delivery and communication		
Is a information package handed to the new customer? (Yes/No)	No	
Does the municipality have training or information sessions to inform the community? (Yes/No)	No	
Are customers treated in a professional and humanly manner? (Yes/No)	Yes	



RICHMOND

MUNICIPALITY

FIRST DRAFT BUDGET 2016/2017

Policies

- Property Rates Act Policy; and**
- Supply Chain Management
Policy**

RICHMOND MUNICIPALITY



RATES POLICY

INDEX

Section No.		Page No.
	PREAMBLE	3
	DEFINITIONS	3
1	IMPLEMENTATION OF THIS POLICY AND EFFECTIVE DATE	11
2	FUNDAMENTAL PRINCIPLES OF THIS POLICY	12
3	THE PURPOSE OF THIS POLICY	13
4	EQUITABLE TREATMENT OF RATEPAYERS	14
5	DISCRETIONARY DECISIONS ADOPTED BY THE MUNICIPALITY WITH RESPECT TO LEVYING OF RATES	14
6	CATEGORIES OF RATEABLE PROPERTY AND DIFFERENTIAL RATING	15
7	RELIEF MEASURES FOR RATEPAYERS	16
8	CATEGORIES OF OWNERS ENTITLED TO RELIEF	17
9	EXEMPTIONS	17
9A	~ Exemptions granted to categories of properties	18
9B	~ Exemptions granted to categories of owners of properties	18
10	REDUCTIONS	19
11	REBATES	20
11A	~ Rebates for categories of properties	20
11B	~ Rebates for categories of owners of properties	21
12	CRITERIA FOR DIFFERENTIAL RATING	22
13	MULTIPLE PURPOSE PROPERTIES	23
14	COMMUNITY PARTICIPATION	24
15	RECOVERY OF RATES	25
16	CONSOLIDATION AND APPORTIONMENT OF PAYMENTS	26
17	DEFERMENT OF RATES	26
18	IMPERMISSIBLE RATES IN TERMS OF SECTION 17 OF THE ACT	28
19	CONSTITUTIONALLY IMPERMISSIBLE RATES	29
20	NEWLY RATED PROPERTY	30
21	LAND TENURE RIGHTS	31

RATES POLICY GUIDELINE DOCUMENT

PREAMBLE

WHEREAS:

The Council of the Richmond Municipality has resolved to levy rates on the market value of all rateable properties in its area jurisdiction as reflected in its property register compiled in terms of section 23 of the Act in order to provide a reliable source of revenue to provide basic services and perform its functions.

The Municipality must in accordance with the provision of section 3 of the Act adopt a rates policy consistent with the Municipal Property Rates Act, 2004 (Act No. 6 of 2004) on the levying of rates in the municipality.

Revenue raised from property rates will be used to fund services that benefit the community as a whole as opposed to individual households, and these services include, but are not limited to, the maintenance of streets, roads, sidewalks, lighting, storm drainage facilities, municipal and recreation facilities, cemeteries as well as the municipal administration in general.

DEFINITIONS

Any words and phrases referred to in this policy shall have the same meaning and interpretation assigned in terms of the Municipal Property Rates Act 6 of 2004 ("the Act") and for this purpose lists hereunder the definitions used in the Act.

In this Act, unless the context indicates otherwise—

"agent", in relation to the owner of a property, means a person appointed by the owner of the property—

- (a) to receive rental or other payments in respect of the property on behalf of the owner; or
- (b) to make payments in respect of the property on behalf of the owner;

"agricultural purpose", in relation to the use of a property, excludes the use of a property for the purpose of eco-tourism or for the trading in or hunting of game;

"annually" means once every financial year;

“appeal board” means a valuation appeal board established in terms of section 56;

“assistant municipal valuer” means a person designated as an assistant municipal valuer in terms of section 35 (1) or (2);

“category”—

- (a) in relation to property, means a category of properties determined in terms of section 8; and
- (b) in relation to owners of properties, means a category of owners determined in terms of section 15 (2);

“data-collector” means a person designated as a data-collector in terms of section 36;

“date of valuation” means the date determined by a municipality in terms of section 31 (1);

“district management area” means a part of a district municipality which in terms of section 6 of the Municipal Structures Act has no local municipality and is governed by that municipality alone;

“district municipality” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in section 155 (1) of the Constitution as a category C municipality;

“dominant use” shall be assessed on the higher of either;

13.3.2.1 the measured extent under use (land and/or buildings), or

13.3.2.2 the gross rental value of the area under use (land and/or buildings)
where at least 66% of that property is used for a particular purpose.

“effective date”—

- (a) in relation to a valuation roll, means the date on which the valuation roll takes effect in terms of section 32 (1); or

- (b) in relation to a supplementary valuation roll, means the date on which a supplementary valuation roll takes effect in terms of section 78 (2) (b);

“exclusion”, in relation to a municipality’s rating power, means a restriction of that power as provided for in section 17;

“exemption”, in relation to the payment of a rate, means an exemption granted by a municipality in terms of section 15;

“financial year” means the period starting from 1 July in a year to 30 June the next year;

“Income Tax Act” means the Income Tax Act, 1962 (Act No. 58 of 1962);

“land reform beneficiary”, in relation to a property, means a person who—

(a) acquired the property through—

(i) the Provision of Land and Assistance Act, 1993 (Act No. 126 of 1993); or
(ii) the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994);

(b) holds the property subject to the Communal Property Associations Act, 1996 (Act No. 28 of 1996); or

(c) holds or acquires the property in terms of such other land tenure reform legislation as may pursuant to section 25 (6) and (7) of the Constitution be enacted after this Act has taken effect;

“land tenure right” means an old order right or a new order right as defined in section 1 of the Communal Land Rights Act, 2004;

“local community”, in relation to a municipality—

(a) means that body of persons comprising—

(i) the residents of the municipality;

(ii) the ratepayers of the municipality;

(iii) any civic organizations and non-governmental, private sector or labour organizations or bodies which are involved in local affairs within the municipality; and

(iv) visitors and other people residing outside the municipality who, because of their presence in the municipality, make use of services or facilities provided by the municipality; and

(b) includes, more specifically, the poor and other disadvantaged sections of such body of persons;

“local municipality” means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality;

“market value”, in relation to a property, means the value of the property determined in accordance with section 46;

“MEC for local government” means the member of the Executive Council of a province who is responsible for local government in that province;

“metropolitan municipality” means a municipality that has exclusive executive and legislative authority in its area, and which is described in section 155 (1) of the Constitution as a category A municipality;

“Minister” means the Cabinet member responsible for local government;

“multiple purposes”, in relation to a property, means the use of a property for more than one purpose;

“municipal council” or “council” means a municipal council referred to in section 18 of the Municipal Structures Act;

“Municipal Finance Management Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“municipality”—

(a) as a corporate entity, means a municipality described in section 2 of the Municipal Systems Act; and

(b) as a geographical area, means a municipal area demarcated in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

“municipal manager” means a person appointed in terms of section 82 of the Municipal Structures Act;

“Municipal Structures Act” means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

“Municipal Systems Act” means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

“municipal valuer” or “valuer of a municipality” means a person designated as a municipal valuer in terms of section 33 (1);

“newly rateable property” means any rateable property on which property rates were not levied before the end of the financial year preceding the date on which this Act took effect, excluding—

(a) a property which was incorrectly omitted from a valuation roll and for that reason was not rated before that date; and

(b) a property identified by the Minister by notice in the Gazette where the phasing-in of a rate is not justified;

“occupier”, in relation to a property, means a person in actual occupation of a property, whether or not that person has a right to occupy the property;

“organ of state” means an organ of state as defined in section 239 of the Constitution;

“owner”—

(a) in relation to a property referred to in paragraph (a) of the definition of “property”, means a person in whose name ownership of the property is registered;

- (b) in relation to a right referred to in paragraph (b) of the definition of “property”, means a person in whose name the right is registered;
- (c) in relation to a land tenure right referred to in paragraph (c) of the definition of “property”, means a person in whose name the right is registered or to whom it was granted in terms of legislation; or
- (d) in relation to public service infrastructure referred to in paragraph (d) of the definition of “property”, means the organ of state which owns or controls that public service infrastructure as envisaged in the definition of “publicly controlled”, provided that a person mentioned below may for the purposes of this Act be regarded by a municipality as the owner of a property in the following cases:

- (i) A trustee, in the case of a property in a trust excluding state trust land;
- (ii) an executor or administrator, in the case of a property in a deceased estate;
- (iii) a trustee or liquidator, in the case of a property in an insolvent estate or in liquidation;
- (iv) a judicial manager, in the case of a property in the estate of a person under judicial management;
- (v) a curator, in the case of a property in the estate of a person under curatorship;
- (vi) a person in whose name a usufruct or other personal servitude is registered, in the case of a property that is subject to a usufruct or other personal servitude;
- (vii) a lessee, in the case of a property that is registered in the name of a municipality and is leased by it; or
- (viii) a buyer, in the case of a property that was sold by a municipality and of which possession was given to the buyer pending registration of ownership in the name of the buyer;

“permitted use”, in relation to a property, means the limited purposes for which the property may be used in terms of—

- (a) any restrictions imposed by
 - (i) a condition of title;
 - (ii) a provision of a town planning or land use scheme; or
- (b) any legislation applicable to any specific property or properties; or
- (c) any alleviation of any such restrictions;

“person” includes an organ of state;

“prescribe” means prescribe by regulation in terms of section 83;

“property” means—

- (a) immovable property registered in the name of a person, including, in the case of a sectional title scheme, a sectional title unit registered in the name of a person;
- (b) a right registered against immovable property in the name of a person, excluding a mortgage bond registered against the property;
- (c) a land tenure right registered in the name of a person or granted to a person in terms of legislation; or
- (d) public service infrastructure;

“property register” means a register of properties referred to in section 23;

“protected area” means an area that is or has to be listed in the register referred to in section 10 of the Protected Areas Act;

“Protected Areas Act” means the National Environmental Management: Protected Areas Act, 2003;

“publicly controlled” means owned by or otherwise under the control of an organ of state, including—

- (a) a public entity listed in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) a municipality; or
- (c) a municipal entity as defined in the Municipal Systems Act;

“public service infrastructure” means publicly controlled infrastructure of the following kinds:

- (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
- (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
- (d) power stations, power substations or power lines forming part of an electricity scheme serving the public;
- (e) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
- (f) railway lines forming part of a national railway system;
- (g) communication towers, masts, exchanges or lines forming part of a communications system serving the public;
- (h) runways or aprons at national or provincial airports;

- (i) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
- (j) any other publicly controlled infrastructure as may be prescribed; or
- (k) rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (j);

“rate” means a municipal rate on property envisaged in section 229 (1) (a) of the Constitution;

“rateable property” means property on which a municipality may in terms of section 2 levy a rate, excluding property fully excluded from the levying of rates in terms of section 17;

“rebate”, in relation to a rate payable on a property, means a discount granted in terms of section 15 on the amount of the rate payable on the property;

“reduction”, in relation to a rate payable on a property, means the lowering in terms of section 15 of the amount for which the property was valued and the rating of the property at that lower amount;

“register”—

(a) means to record in a register in terms of—

- (i) the Deeds Registries Act, 1937 (Act No. 47 of 1937); or
- (ii) the Mining Titles Registration Act, 1967 (Act No. 16 of 1967); and

(b) includes any other formal act in terms of any other legislation to record—

- (i) a right to use land for or in connection with mining purposes; or
- (ii) a land tenure right;

“residential property” means a property included in a valuation roll in terms of section 48 (2) (b) as residential;

“Rural Communal Land” means State Trust Land which is either registered in the name of or vested in the ownership of the State or the Ingonyama Trust Board and which is held in Trust and communally inhabited in terms of old order rights or new order rights, including a traditional system of land tenure.

“Sectional Titles Act” means the Sectional Titles Act, 1986 (Act No. 95 of 1986);

“sectional title scheme” means a scheme defined in section 1 of the Sectional Titles Act;

“sectional title unit” means a unit defined in section 1 of the Sectional Titles Act;

“specified public benefit activity” means an activity listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth Schedule to the Income Tax Act;

“state trust land” means land owned by the state—

- (a) in trust for persons communally inhabiting the land in terms of a traditional system of land tenure;
- (b) over which land tenure rights were registered or granted; or
- (c) which is earmarked for disposal in terms of the Restitution of Land Rights Act, 1994 (Act No. 22 of 1994);

“this Act” includes regulations made in terms of section 83.

- (a) In this Act, a word or expression derived from a word or expression defined in subsection (1) has a corresponding meaning unless the context indicates that another meaning is intended.

Other Definitions

“child headed household” means any child who is or is a blood relative of the owner of the property and which child is responsible for the care of siblings or parents

“disabled” means a person who qualifies to receive relief in terms of the Social Services Act, 1992 (Act No. 59 of 1992) or has been certified as disabled by a medical practitioner;

“indigent owner” means an owner of property who is in permanent occupation of the property and qualifies for indigent relief in terms of the municipality’s indigent policy.;

“The Municipality” means the Richmond Municipality;

“Owners of property in an area affected by a disaster” means owners of property situated within an area affected by:

- (a) a disaster within the meaning of the **Disaster Management Act 57 of 2002**;
- (b) any other serious adverse social or economic conditions;

“Pensioner” means

- (a) a person in receipt of a social pension; or
- (b) a person over the age of 60 years; or

a person who has retired prematurely from employment due to medical reasons

“Retiree” means a person who has retired from employment in terms of that persons employment or who has reached the age of a pensioner;

“Temporarily without income” means;

- (a) in the case of an employee –

- (i) the period for which the person is entitled to benefits in terms of the Unemployment Insurance Act; or
 - (ii) 90 days whichever is the longer; or
 - (b) in any other case, a period of 90 days determined from the date of application by that person for relief in terms of the Municipality's policy;
- “Non-profit organizations”** means any organization which is registered in terms of the Non- profit Organizations Act.

1. **IMPLEMENTATION OF THIS POLICY AND EFFECTIVE DATE**

- 1.1. This policy takes effect from 1 July 2008 being the effective date of the first valuation roll prepared by the municipality in terms of the Municipal Property Rates Act, 2004 (Act No. 6 of 2004) and must accompany the municipality's budget for the financial year.

- 1.2. The Rates Policy must be reviewed annually, and if necessary amended by the Municipal Council, such amendments to be effected in conjunction with the Municipality's annual budget in terms of Sections 22 and 23 of the Municipal Financial Management Act.

- 1.3 The Municipality has adopted by-laws to give effect to the implementation of its Rates policy and such by-laws must be read in conjunction with this policy. The rates by-laws may differentiate between:

- 1.3.1 categories of properties; and
- 1.3.2 categories of owners of properties.

- 1.4 The by-laws adopted in terms of Item 1.3 may be reviewed annually, and if necessary be amended by the Municipal Council, in conjunction and in accordance with the Rates Policy.

2. FUNDAMENTAL PRINCIPLES OF THIS POLICY

The principles of the policy are to ensure that:-

- 2.1 the power of the municipality to impose rates on property will not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities or the national mobility of goods services, capital or labour in terms of Section 229 of the Constitution of the Republic of South Africa;
- 2.2 all ratepayers, in a specific category, as determined by council from time to time, will be treated equitably;
- 2.3 property rates will be assessed on the market value of all rateable properties in the jurisdiction of the municipality and for the purpose of generating revenue to balance the budget after taking into account:
 - 2.3.1 profits generated on trading and economic services; and
 - 2.3.2 the amounts required to finance exemptions, rebates and reductions of rates as approved by council from time to time;
- 2.4 property rates will not be used to subsidize trading and economic services;
- 2.5 the rates income generated by the municipality will take into account relief measures to address the social and economic needs of the community;
- 2.6 this Policy was developed in consultation with the community and in compliance with a process of community participation in terms of Chapter 4 of the Municipal Systems Act.

3. **THE PURPOSE OF THIS POLICY**

The purpose of this policy is to:

- 3.1 comply with the provisions section 3 of the Municipal Property Rates Act, 2004 (Act No. 6 of 2004);
- 3.2 give effect to the principles outlined above;
- 3.3 determine the methodology and to prescribe procedures for the implementation of the Act;
- 3.4 determine criteria to be applied for the levying of differential rates for different categories of properties;
- 3.5 determine or provide criteria for the determination of categories of properties and categories of owners of properties for categories of properties;
- 3.6 determine criteria to be applied for granting exemptions, rebates and reductions;
- 3.7 determine how the municipality's powers must be exercised in relation to multi purpose properties;
- 3.8 determine measures to promote local economic and social development; and
- 3.9 identify which categories of properties the municipality has elected not to rate as provided for in section 7 of the Act.

4.

EQUITABLE TREATMENT OF RATEPAYERS

This municipality is committed to treating all ratepayers on an equitable basis. "Equitable" does not necessarily mean "equal" treatment of ratepayers. The circumstances of each category of owner or category of property will be considered in a fair manner and within the limitations set out in the Act. The Municipality may adopt measures to ensure equitable and fair treatment of ratepayers.

Any differentiation in levying rates must not constitute unfair discrimination.

5.

DISCRETIONARY DECISIONS ADOPTED BY THE MUNICIPALITY WITH RESPECT TO LEVYING OF RATES

It is recorded that the Municipality has adopted the following resolutions:

- 5.1 To levy rates on all rateable property in its area of jurisdiction.
- 5.2 To determine the date of implementation as provided above.
- 5.3 To determine the date of general valuation as 02 July 2007.
- 5.4 To levy different cents in the rand for different categories of rateable property.
- 5.5 That the categories
- 5.6 That the criteria for the assessment of market value in terms of section 8(1) shall be Actual use.
- 5.7 To determine that the valuations for multiple purpose usage will be assessed according to the dominant use of the property.
- 5.8 To not rate properties of which the municipality is the owner, except where the property is leased to a third party or where the property has been sold but not transferred to a third party.
- 5.9 To rate public service infrastructure (excluding municipal public service infrastructure) that is identifiable and to which a market related value can be determined with the proviso that the municipality may extend this annually to include other identifiable entities as the data set is available.

6. **CATEGORIES OF RATEABLE PROPERTY AND DIFFERENTIAL RATING**

6.1 Different rates may be levied for different categories of rateable property.

6.1.1 The different categories are as follows:

Residential Developed	RD
Residential Vacant	RV
Commercial Developed	CD
Commercial Vacant	CV
Agricultural	AG
State developed	SD
State Vacant	SV
Other Developed	OD
Other Vacant	OV
Public Service Infrastructure	PSI

6.2 A municipality may not levy:

- 6.2.1 different rates on residential properties, except as provided for in sections 11(1)(b), 21 and 89 of the Act;
- 6.2.2 a rate on non-residential properties that exceeds a prescribed ratio to the rate on residential properties determined in terms of section 1(1)(a) of the Act. As at the date of adoption hereof no rate has been prescribed;
- 6.2.3 rates which unreasonably discriminate between categories of non-residential properties; or
- 6.2.4 additional rates except in Special Rating Areas as provided for in the Act.

7. **RELIEF MEASURES FOR RATEPAYERS**

7.1 The municipality has considered:

7.1.1 the need to grant relief to certain ratepayers (including the poor) with a view to providing for appropriate measures to alleviate the impact of the rates burden on them;

7.1.2 the effect of rates on non profit organizations whose income is applied solely to further the aims and objectives of the said organization, and which may be registered in terms of the Income Tax Act for tax reductions because of those activities;

7.1.3 the specified public benefit activities recognized by the act relating to those activities listed in item 1 (welfare and humanitarian), item 2 (health care) and item 4 (education and development) of Part 1 of the Ninth schedule to the Income Tax Act, 1962 (Act No.58 of 1962), and these public benefit organizations have been granted the relief identified below.

7.4 The Municipality will only consider the grant of relief to those organizations who meet the requirements set out in clause 7.1.2 and 7.1.3 above and whose activities are of a public and/or charitable nature.

7.5 The municipality will not grant relief in respect of the payment of rates other than by way of an exemption, a rebate or a reduction provided for in its rates policy and granted in terms of section 15 of the Act to:

7.5.1 a category of properties, or

7.5.2 a category of owners of properties as provided hereunder.

7.6 The municipality will not grant relief to the owners of properties on an individual basis.

8. **CATEGORIES OF OWNERS ENTITLED TO RELIEF**

8.1 This municipality has identified the categories of owners below for purposes of granting exemptions, rebates or reductions:

- 8.1.1 indigent owners;
- 8.1.2 pensioners;
- 8.1.3 owners temporarily without an income;
- 8.1.4 owners of property situated within an area affected by:
 - 8.1.4.1 a disaster within the meaning of the Disaster Management Act 57 of 2002;
 - 8.1.4.2 any other serious adverse social or economic conditions;
- 8.1.5 public benefit organizations who conduct the following specified public benefit activities:
 - 8.1.5.1 welfare and humanitarian; or
 - 8.1.5.2 health care; or
 - 8.1.5.3 education; and
 - 8.1.5.4 are registered in terms of the Income Tax Act for tax reductions because of the activities referred to in (8.1.6);
- 8.1.6 non-profit organizations registered in terms of the Non-profit Organizations Act whose activities are that of a public and charitable nature as may be specified by the Municipality from time to time;.
- 8.1.7 minor children who are the head of a household as defined in child headed household;
- 8.1.8 disabled persons;
- 8.1.9 retirees;

9. **EXEMPTIONS**

An exemption is a release from liability for the payment of rates.

A. EXEMPTIONS GRANTED TO CATEGORIES OF PROPERTIES

9.1 The Municipality has exempted in total, from payment of rates the following categories of properties:

9.1.1 Property registered in the name of and used primarily as a place of public worship by a religious community including an official residence also registered in the name of that community, which is occupied by an office bearer who officiates at services at that place of public worship.

9.1.2 Non-Profit organization/s conducting sporting and recreation activities.

9.1.3 Properties situated on rural communal land and which are used exclusively as public places of worship by a religious community including an official residence also registered in the name of that community, which is occupied by an office bearer who officiates at services at that place of public worship.

B. EXEMPTIONS GRANTED TO CATEGORIES OF OWNERS OF PROPERTIES

9.2 The Municipality has resolved to exempt from the payment of rates the following categories of owners of properties:

9.2.1 Properties owned by public benefit organizations which are used for any specific public benefit activities listed in Part 1 of the 9th Schedule to the Income Tax Act;

9.3 All applications for exemption shall be granted on an annual basis

9.4 In order to qualify for exemption all applicants shall comply with the following requirements:

9.4.1 written applications for exemption for each financial year must be lodged in the prescribed format with the Municipal Manager on or before the last working day of October ;

9.4.2 in the case of public benefit organizations upon proof of:

9.4.2.1 registration in terms of the requirements of the Income Tax Act;

9.4.2.2 an affidavit signed by the head of the public benefit organization or non profit organization before a Commissioner of Oaths that the property is used primarily for the specified public benefit activities and purposes of the said public benefit organization;

9.4.3 in the case of a religious community upon proof of submission that:

9.4.3.1 the property is used primarily as a place of public worship; and

9.4.3.2 in the case of the residence owned by the public benefit organization that property is occupied by an office bearer who officiates at services at that place of worship;

9.4.3.3 a copy of the title deed issued by the Deeds Registry within the last 2 months reflecting that the property is registered in the name of the applicant. Note that the requirement does not apply to exemptions in terms of 9.1.3 hereof.

9.5. In the case of properties owned by non profit organizations upon proof of submission of:

9.5.1 an affidavit signed by the head of the non profit organization before a Commissioner of Oaths that the property is used primarily for the aims and objective of the said non profit organization ;

9.5.2 that no private pecuniary profit is made from the property;

9.5.3 that no rent is received by the applicant for any use of the property by other persons.

9.6 The Municipality reserves the right to specify such other requirements as the municipal council deems necessary from time to time.

10. REDUCTIONS

A reduction is the lowering of the value of the property upon which rates will be levied.

10.1

It is recorded that the municipality is precluded in terms of section 17(1)(h) of the Act from levying rates on the first R15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll of a municipality to a category determined by the municipality:

10.1.1 for residential properties; or

10.1.2 for properties used for multiple purposes provided one or more components of the property are used for residential purposes.

10.2

The municipality has resolved to further reduce the value upon which rates will be levied by an amount not exceeding R 35 000,00 in respect of all developed properties or properties used for multiple purposes provided that one or more components of the property are used for residential purposes:

11.

REBATES

A rebate is a discount granted on the amount of rates payable by the ratepayer.

A.

REBATES FOR CATEGORIES OF PROPERTIES

11.1

The municipality has resolved to grant rebates to the categories of properties below:

Schedule of the categories of properties granted rebates:

Category of Property	Percentage Rebate of Rates
Residential	0%
Commercial	0%
Industrial	0%
Agriculture	0%
Special provisions are applicable to agricultural rebates as per clause 11.4 below	
National & Provincial Governments	0%
Schools	0%

Rural Communal Land	0%
---------------------	----

B. REBATES FOR CATEGORIES OF OWNERS OF PROPERTIES

11.2

The municipality has resolved to grant the following rebates, to the following categories of owners of properties in addition to the rebate granted to the category of properties in 11.1 above:

Category Of Owner	Percentage Rebate
A pensioner	50%
Retiree	10-20%
Persons temporarily without income	0%
Disabled persons	0%
Indigent persons	20%
Owners of property in an area affected by a disaster	0%

11.3

In order to qualify for the rebates any category of owner must:

- 11.3.1 be the sole owner of the property or owned jointly with his/her spouse;
- 11.3.2 be living permanently on the property;
- 11.3.3 not own any other property;
- 11.3.4 have an aggregate household income reflected in the table below;
- 11.3.5 provide proof of identity in the form of an identity document; and
- 11.3.6 substantiate items 11.3.2 to 11.3.4 above by way of a sworn affidavit before a Commissioner of Oaths;
- 11.3.7 provide proof income on a sworn declaration and supported by documentation;
- 11.3.8 medical certificate as required by the municipality if the application relies on a medical basis for the rebate;
- 11.3.9 In the case of pensioners, the following to apply;

60 years and over	25% rebate
65 years and over	50% rebate

70 years and over	100% rebate
-------------------	-------------

11.3.10 any other supporting documents specified by the municipality from time to time.

Declared Income	Rebate
0 – R 123 350	20%

11.4.1 The Municipality in considering the criteria to be applied in respect of rebates on properties used for agricultural purposes, took into account:

- 11.4.1. The extent of services provided by the municipality in respect of such properties;
- 11.4.2 The contribution of agriculture to the local economy;
- 11.4.3 The extent to which agriculture assists in meeting the service delivery and development obligations of the Municipality;
- 11.4.4 The contribution of agriculture of to the social and economic welfare of farm workers

11.7 The Municipality will not grant relief in respect of the payment of a rate:

- 11.7.1 to a category of owners of properties, or to the owners of a category of properties, other than by way of an exemption, a rebate or a reduction as provided for in this policy and granted in terms of Section 15 of the Act; or
- 11.7.2 to the owners of properties on an individual basis.

11.8 Applicants qualifying and meeting the criteria for all rebates as listed above, will only receive the rebate most beneficial to them.

12. **CRITERIA FOR DIFFERENTIAL RATING**

12.1 Differential rating is the levying of different rates for different categories of properties. The Municipality has resolved to levy differential rates for different categories of rateable

property properties as reflected in Appendix 1 and the rates applicable to the different categories of properties are as resolved by the council and gazetted:

13. **MULTIPLE PURPOSE PROPERTIES**

13.1 The municipality has resolved to valuations according to the dominant use of the property.

13.2 Section 9 of the Act provides for the value of properties to be based on one of the following criteria namely:

13.2.1 the permitted use (section 9(a));

13.2.2 the dominant use (section 9(b));

13.2.3 pro rata based on the various multi-purpose usage (Section 9(c)).

13.4 Properties will be assessed on dominant use where at least 66% of that property is used for a particular purpose. The entire property will be assigned to that category of usage and the value will be assessed based on that usage only .

13.5 This municipality has resolved that:

13.5.1 generally, properties will be assigned to a category based on its dominant usage.

14. **COMMUNITY PARTICIPATION**

It is recorded that every municipality may only adopt its rates policy or any amendment thereof or any review of its policy after following a process of community participation in accordance with chapter 4 of the Municipal systems Act, 2000.

14.1 This Municipality will comply with its community participation and consultation obligations in terms of Chapter 4 of the Municipal Systems Act and Sections 4 and 5 of the Act before the Rates Policy or any review thereof is finally adopted. In terms of

chapter 4 of the Municipal systems Act, 2000 (Act No. 32 of 2000) the Municipality is committed to:

14.1.1 building capacity of the local community to enable it to participate in the affairs of the Municipality; and

14.1.2 to foster community participation for which the municipality will allocate funds in its budget for such processes.

14.2 The Participation by the local community in municipal affairs will take place through the political structures; the mechanisms, processes and procedures for participation in municipal governance and any other appropriate mechanisms processes and procedures established by the municipality and generally to apply the provisions for participation as required by this act .

14.3 The municipality will provide for:

14.3.1 the receipt processing and consideration of petitions, objections and comments lodged by the members of the local community;

14.3.2 public meetings and hearings by the municipal council and other political structures (e.g. ward committees) and political office bearers of the municipality;

14.3.3 consultative sessions with locally recognized community organizations and where appropriate traditional authorities;

14.4 Communication with the public relating to the Rates Policy will be in terms of section 4(2) of the act by notice in:

14.4.1 local newspapers circulating in its area and determined by this council as a newspaper of record; and/or

14.4.2 official notice boards and other public places accessible to the public including the library and the municipal offices;

14.4.3 on the municipal website (*if applicable*);

and inviting the local community to submit comments and representations within the time specified in the notice.

15. **RECOVERY OF RATES**

15.1 The following people shall be liable for the payment of rates levied by the Municipality:

- 15.1.1 owner of a property;
- 15.1.2 joint owners of a property, who shall be liable jointly and severally;
- 15.1.3 the owner of a sectional title unit; and
- 15.1.4 in relation to agricultural properties:
 - 15.1.4.1 any one joint owner of the agricultural property for all the rates levied on the agricultural property; or
 - 15.1.4.2 each individual joint owner for that portion of rates levied on the joint owner's undivided share in the agricultural property, which ever option the Municipality may choose in relation to agricultural properties.

15.2 In terms of Section 26 of the Act the Municipality will recover rates:

- 15.2.1 on a monthly basis levied over a ten (10) month period commencing with the first rate account being raised in August and the last account raised in May of each year. Payment for each monthly rates account must be made on or before the last working day following the month in which the account was raised.

- 15.2.2 payment on an annual basis may only be made by agreement with the municipality and payment must be effected on or before a date as determined annually by council.

15.3 The Municipality will furnish each person liable for the payment of rates with a written account in terms of Section 27 of the Act.

15.4 A Municipality may recover rates in arrears from tenants and occupiers in accordance with the provisions of Section 28 of the Act.

15.5 A Municipality may recover rates due, either whole or in part, from the agent of the owner if this is more convenient for the Municipality and in terms of Section 29 of the Act.

15.6 The municipalities Credit Control Policy shall apply to the collection of arrear rates.

16. **CONSOLIDATION AND APPORTIONMENT OF PAYMENTS**

Separate accounts of persons liable for payment to the municipality for either rates or services will be consolidated in one account and any appropriation of payments will be done in accordance with the municipality's credit control policy.

17. **DEFERMENT OF RATES**

17.1 The Municipality will on application defer the payment of rates in terms of section 26(3) of the Act under the following special circumstances. To qualify for deferment of rates, the Applicant: -

- 17.1.1 must be a pensioner, indigent, disabled, over 60 years of age, or who is not above 60 years of age, but has or has been retired from employment by reason of any illness or disability certified by a medical practitioner, dentist, psychologist, intern or intern psychologist contemplated in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and whose income from all sources whatsoever must not exceed the amount as disclosed in the Municipality's Indigent Policy. (including the income of the spouse, if applicable) and the Municipal valuation of the property must not exceed R 50 000;
- 17.1.2 must reside permanently on the property concerned;
- 17.1.3 must be the registered owner of the property.

17.2 Application must be made annually in writing on the prescribed form:

17.2.1 not later than the final date for payment of such rates provided that the council may in special circumstances grant a deferment of the payment of rates after the final date for such payment notwithstanding that such application was made after such final date for payment;

17.3 Deferment will be considered provided that the total amount of all rates so deferred together with accumulated interest accumulated thereon shall not at any time exceed 50% of the value of the property concerned as shown in the valuation roll.

17.4 The final date for payment of the rates on the property concerned shall not be affected by reason of any application for deferment in terms of subsection 17.2 above, provided that if the council allows such application, the portion of the rates in respect of which payment is deferred shall be refunded to the applicant.

17.5 The accumulated amount of the deferred rates shall bear interest at a rate determined from time to time by the council and the council may also approve the waiver of such interest.

17.6 Only the current year's rates can be considered for deferment and then only if the Applicant's rates are not in arrears.

17.7 Any deferment granted in terms of here of shall terminate immediately: -

17.7.1 upon the death of the registered owner; provided that the council may continue such deferment, in any case where it is established to its satisfaction that the property concerned has been inherited by the surviving spouse and that such spouse is continuing in occupation of the property;

17.7.2 upon the expropriation, sale or other disposal of the property concerned;

17.7.3 upon the owner ceasing to reside permanently on the property concerned;

17.7.4 if the owner fails by the final date for the payment thereof, to pay rates or any part thereof owing in respect of the property concerned, after allowing for the amount of the deferment; and

17.7.5 on expiry of the period of deferment.

18.

IMPERMISSIBLE RATES IN TERMS OF SECTION 17 OF THE ACT

18.1

It is recorded that the Municipality may not, in terms of section 17 of the Act levy a rate on-

18.1.1 the first 30% of the market value of public service infrastructure;

18.1.2 those parts of a special nature reserve, national park or nature reserve within the meaning of the Protected Areas Act, or of a national botanical garden within the meaning of the National Environmental Management: Biodiversity Act, 2004, which are not developed or used for commercial, business, agricultural or residential purposes;

18.1.3 a property belonging to a land reform beneficiary or his or her heirs, provided that this exclusion lapses ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds;

18.1.4 the first R15 000 of the market value of a property assigned in the valuation roll or supplementary valuation roll of a municipality to a category determined by the municipality-

18.1.8.1 residential purposes;

18.1.8.2 for properties used for multiple purposes, provided one or more components of the property are used for residential purposes; or

18.1.5 on a property registered in the name of and used primarily as a for place of public worship by a religious community, including an official residence registered in the name of that community which is occupied by an office-bearer of that community who officiates at services at that place of worship.

18.2 The exclusion from rates of a property referred to in subsection 18.1.5 lapses if the declaration of that property as a special nature reserve, national park, nature reserve or national botanical garden, or as part of such a reserve, park or botanical garden, is withdrawn in terms of the applicable Act mentioned in that subsection.

18.3 If the property in respect of which the declaration is withdrawn is privately owned, the owner, upon withdrawal of the declaration, becomes liable to the municipality concerned for any rates that, had it not been for subsection 18.1.5, would have been payable on the property during the period commencing from the effective date of the current valuation roll of the municipality. If the property was declared as a protected area after the effective date of the current valuation roll, rates are payable only from the date of declaration of the property.

18.4 The amount for which an owner becomes liable in terms of paragraph (b) must be regarded as rates in arrears, and the applicable interest on that amount is payable to the municipality.

18.5 Paragraphs 18.2 and 18.3 apply only if the declaration of the property was withdrawn because of-

- 18.5.1 a decision by the private owner for any reason to withdraw from the agreement concluded between the private owner and the state in terms of the Protected Areas Act, and in terms of which the private owner initially consented to the property being declared as a protected area; or
- 18.5.2 a decision by the state to withdraw from such agreement because of a breach of the agreement by the private owner.

19.

CONSTITUTIONALLY IMPERMISSIBLE RATES

19.1 The Act provides that in terms of Section 229(2)(a) of the Constitution a Municipality may not exercise its power to levy rates on property in a way that would materially and unreasonably prejudice -

- 19.1.1 national economic policies;
- 19.1.2 economic activities across its boundaries; or
- 19.1.3 the national mobility of goods, services, capital or labour.

20.

NEWLY RATED PROPERTY

20.1

Any property which was not previously rated must be phased in subject to the conditions that:

20.1.1

property registered in the name of a land reform beneficiary must be phased in after the exclusion period in section 17(1) (g);

20.1.2

property owned by Public Benefit Organizations must be phased in over a period of four financial years provided that the Municipality may extend this period on written application to the MEC.

20.2

The phasing in period shall be as set out in the attached table.

Applicable rates for properties to be phased in over four years

Year	Percentage Rates Payable
First	Zero%
Second	25%
Third	50%
Fourth	75%

Properties to be phased in over four years:-

- 1) Public Benefit Organization

Applicable rates for properties to be phased in over three years

Year	Percentage Rates Payable
First	25%
Second	50%
Third	75%

Properties to be phased in over three years:-

- 1) Land Reform Beneficiaries
- 2) Newly incorporated
- 3) PSI

21)

LAND TENURE RIGHTS

Tenure rights and tenure holders are primarily associated with rural land. The character of a tenure right is one of communal living in terms of limited rights which exclude ownership in freehold, and provide for the right of use and enjoyment mainly for residential or agricultural purposes, but also embraces commercial use. The occupancy is associated with family, community and/or a traditional authority and not the cadastral or land parcel boundaries. Occupation and use will often straddle cadastral boundaries. Given the definition of 'property' and 'owner' Land Tenure Rights must be identified, valued and rated.

The identification, valuation and rating of the residential old order rights and residential Permission to Occupy and other residential Land Tenure rights have been excluded from separate rating for this valuation cycle, and will be valued as part of the parent property under the category rural communal land. The basis of this approach is informed by the character of the State Trust Land which precludes the identification of all usage at this stage. The cost and time implications outweigh the benefit of any revenue generation received, and which revenue will not be capable of being recouped especially in light of the legislative requirement to phase in the rating over a three year period. For this valuation cycle only the commercial and institutional units be identified, valued and rated separately.

RICHMOND MUNICIPALITY



MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

RICHMOND MUNICIPALITY

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

Date of adoption: 09th October 2006

Richmond Municipality resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of the municipality.

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

1. Definitions

CHAPTER 1

TABLE OF CONTENTS

2. Supply chain management policy
3. Amendment of supply chain management policy
4. Delegation of supply chain management powers and duties
5. Subdelegations
6. Oversight role of council
7. Supply chain management units
8. Training of supply chain management officials

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

9. Format of supply chain management system
Part 1: Demand management
10. System of demand management
Part 2: Acquisition management

11. System of acquisition management
12. Range of procurement processes
13. General preconditions for consideration of written quotations or bids
14. Lists of accredited prospective providers
15. Petty cash purchases
16. Written or verbal quotations
17. Formal written price quotations
18. Procedures for procuring goods or services through written or verbal quotations and formal written price quotations
19. Competitive bidding process
20. Process for competitive bidding
21. Bid documentation for competitive bids
22. Public invitation for competitive bids
23. Procedure for handling, opening and recording of bids
24. Negotiations with preferred bidders
25. Two-stage bidding process
26. Committee system for competitive bids
27. Bid specification committees
28. Bid evaluation committees
29. Bid adjudication committees
30. Procurement of banking services
31. Procurement of IT related goods or services
32. Procurement of goods and services under contracts secured by other organs of state
33. Procurement of goods necessitating special safety arrangements
34. Proudly SA Campaign
35. Appointment of consultants
36. Deviation from, and ratification of minor breaches of, procurement processes
37. Unsolicited bids
38. Combating of abuse of supply chain management system

Part 3: Logistics, Disposal, Risk and Performance Management

- 39. Logistics management
- 40. Disposal management
- 41. Risk management
- 42. Performance management

Part 4: Other matters

- 43. Prohibition on awards to persons whose tax matters are not in order
- 44. Prohibition on awards to persons in the service of the state
- 45. Awards to close family members of persons in the service of the state
- 46. Ethical standards
- 47. Inducements, rewards, gifts and favours
- 48. Sponsorships
- 49. Objections and complaints
- 50. Resolution of disputes, objections, complaints and queries
- 51. Management of expansions or variation of orders against the original contract
- 5.2 Contracts providing for compensation based on turnover

Definitions

1. In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

“competitive bidding process” means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;

“competitive bid” means a bid in terms of a competitive bidding process;

“final award”, in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote to accept;

“formal written price quotation” means quotations referred to in paragraph 12 (1) (c) of this Policy;

“in the service of the state” means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature;

“long term contract” means a contract with a duration period exceeding one year;

“list of accredited prospective providers” means the list of accredited prospective providers which the municipality must keep in terms of paragraph 14 of this policy;

“other applicable legislation” means any other legislation applicable to municipal supply chain management, including –

- (a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); and
- (c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);

“Treasury guidelines” means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

“the Act” means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

“the Regulations” means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

“written or verbal quotations” means quotations referred to in paragraph 12(1)(b) of this Policy.

CHAPTER 1

IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

Supply chain management policy

2. (1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –
 - (a) gives effect to –
 - (i) section 217 of the Constitution; and
 - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
 - (b) is fair, equitable, transparent, competitive and cost effective;
 - (c) complies with –
 - (i) the Regulations; and
 - (ii) any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
 - (d) is consistent with other applicable legislation;
 - (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
 - (f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- (2) This Policy applies when the municipality.
 - a) procures goods or services;
 - (b) disposes goods no longer needed;
 - (c) selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
 - (3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –
 - (a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
 - (b) electricity from Eskom or another public entity, another municipality or a municipal entity.

Amendment of the supply chain management policy

3. (1) The accounting officer must –
 - (a) at least annually review the implementation of this Policy; and
 - (b) when the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the council.
- (2) If the accounting officer submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the accounting officer must –
 - (a) ensure that such proposed amendments comply with the Regulations; and
 - (b) report any deviation from the model policy to the National Treasury and the Provincial Treasury.

(3) When amending this supply chain management policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

Delegation of supply chain management powers and duties

4. (1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –
 - (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –
 - (i) Chapter 8 or 10 of the Act; and
 - (ii) this Policy;
 - (b) to maximise administrative and operational efficiency in the implementation of this Policy;
 - (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

- (d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the subdelegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).
- (3) The accounting officer may not subdelegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality;
- (4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

Subdelegations

- 5. (1) The accounting officer may in terms of section 79 or 106 of the Act subdelegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such subdelegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.
- (2) The power to make a final award –
 - (a) above R1 million (VAT included) may not be subdelegated by the accounting officer;
 - (b) above R500 000,00 (VAT included), but not exceeding R1 million (VAT included), may be sub delegated but only to –
 - (i) the chief financial officer;
 - (ii) a senior manager as per the delegations policy; or
 - (iii) a bid adjudication committee of which the chief financial officer or a senior manager is a member

- (3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph (2) must within five days of the end of each month submit to the official referred to in subparagraph (4) a written report containing particulars of each final award made by such official or committee during that month, including--
 - (a) the amount of the award;
 - (b) the name of the person to whom the award was made; and
 - (c) the reason why the award was made to that person.
- (4) A written report referred to in subparagraph (3) must be submitted --
 - (a) to the accounting officer, in the case of an award by --
 - (i) the chief financial officer;
 - (ii) a senior manager; or
 - (iii) a bid adjudication committee of which the chief financial officer or a senior manager is a member; or
 - (b) to the chief financial officer or the senior manager responsible for the relevant bid, in the case of an award by --
 - (i) a manager referred to in subparagraph (2)(c)(iii); or
 - (ii) a bid adjudication committee of which the chief financial officer or a senior manager is not a member.
- (5) Subparagraphs (3) and (4) of this policy do not apply to procurements out of petty cash.
- (6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been subdelegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.
- (7) No supply chain management decision-making powers may be delegated to an advisor or consultant.

Oversight role of council

6. (1) The council reserves its right to maintain oversight over the implementation of this Policy.
 - (2) For the purposes of such oversight the accounting officer must –
 - (a) (i) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and
 - (ii) whenever there are serious and material problems in the implementation of this Policy, immediately submit a report to the council.
 - (3) The accounting officer must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the mayor.
 - (4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

Supply chain management unit

7. (1) A supply chain management unit is hereby established to implement this Policy.
 - (2) The supply chain management unit operates under the direct supervision of the chief financial officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

Training of supply chain management officials

8. The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2

SUPPLY CHAIN MANAGEMENT SYSTEM

Format of supply chain management system

9. This Policy provides systems for –
 - (i) demand management;
 - (ii) acquisition management;
 - (iii) logistics management;
 - (iv) disposal management;
 - (v) risk management; and
 - (vi) performance management.

Part 1: Demand management

System of demand management

10. (1) The accounting officer must establish and implement an appropriate demand management system in order to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
 - (2) The demand management system must –
 - (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
 - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and
 - (c) provide for the compilation of the required specifications to ensure that its needs are met.
 - (d) To undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

Part 2: Acquisition management

System of acquisition management

11. (1) The accounting officer must implement the system of acquisition management set out in this Part in order to ensure –

- (a) that goods and services are procured by the municipality in accordance with authorised processes only;
- (b) that expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
- (c) that the threshold values for the different procurement processes are complied with;
- (d) that bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
- (e) that any Treasury guidelines on acquisition management are properly taken into account.

(2) When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including -

- (a) the kind of goods or services; and
- (b) the name of the supplier.

Range of procurement processes

- 12.** (1) Goods and services may only be procured by way of –
- (a) petty cash purchases, up to a transaction value of R2,000 (VAT included);
 - (b) three written quotations for procurements of a transaction value over R2 000 up to R10 000 (VAT included);
 - (c) three formal written price quotations for procurements of a transaction value over R10 000 up to R200 000 (VAT included); and
 - (d) a competitive bidding process for–
 - (i) procurements above a transaction value of R200 000 (VAT included); and
 - (ii) the procurement of long term contracts.
- (2) The accounting officer may, in writing–
- (a) lower, but not increase, the different threshold values specified in subparagraph (1); or
 - (b) direct that –
 - (i) three written quotations be obtained for any specific procurement of a transaction value lower than R2 000;
 - (ii) three formal written price quotations be obtained for any specific procurement of a transaction value lower than R10 000; or
 - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.
 - (3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy.
- When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

General preconditions for consideration of written quotations or bids

13. A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –
- (a) has furnished that provider's –
 - (i) full name;
 - (ii) identification number or company or other registration number; and
 - (iii) tax reference number and VAT registration number, if any;
 - (b) has authorised the municipality to obtain a tax clearance from the South African Revenue Services that the provider's tax matters are in order; and
 - (c) has indicated –
 - (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
 - (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
 - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.

Lists of accredited prospective providers (Central Database to be considered it is on a Draft Stage)

14. (1) The accounting officer must –
- (a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations; and
 - (b) at least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

- (c) specify the listing criteria for accredited prospective providers; and
 - (d) disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.
- (2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.
- (3) The list must be compiled per commodity and per type of service.

Petty cash purchases

15. The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 12 (1) (a) of this Policy, are as follows –
- (a) Municipal Manager to determine the terms on which a manager may delegate responsibility for petty cash to an official reporting to the manager;
 - (b) Municipal Manager to determine the maximum number of petty cash purchases or the maximum amounts per month for each manager;
 - (c) Municipal Manager to determine any types of expenditure from petty cash purchases that are excluded where this is considered necessary; and
 - (d) a monthly reconciliation report from each manager must be provided to the chief financial officer, including –
 - (i) the total amount of any petty cash purchases for that month; and

- (ii) receipts and appropriate documents for each purchase

Written or verbal quotations

16. The conditions for the procurement of goods or services through written or verbal quotations are as follows:

- (a) Quotations must be obtained from at least three different providers preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the municipality, provided that if quotations are obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;
- (b) to the extent feasible, providers must be requested to submit such quotations in writing;
- (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and reported quarterly to the accounting officer or another official designated by the accounting officer;
- (d) the accounting officer must record the names of the potential providers requested to provide such quotations with their quoted prices; and
- (e) if a quotation was submitted verbally, the order may be placed only against written confirmation by the selected provider.

Formal written price quotations

17. (1) The conditions for the procurement of goods or services through formal written price quotations, are as follows:

- (a) quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;

- (b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;
 - (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer, and
 - (d) the accounting officer must record the names of the potential providers and their written quotations.
- (2) A designated official referred to in subparagraph (1) (c) must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph.

Procedures for procuring goods or services through written or verbal quotations and formal written price quotations

18. The procedure for the procurement of goods or services through written or verbal quotations or formal written price quotations, is as follows:

- (a) when using the list of accredited prospective providers the accounting officer must promote ongoing competition amongst providers by inviting providers to submit quotations on a rotation basis;
- (b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of the municipality;
- (c) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
- (d) the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written or verbal quotations and formal written price quotations accepted by an official acting in terms of a subdelegation;
- (e) offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;

- (e) acceptable offers, which are subject to the preference points system (PPFPA and associated regulations), must be awarded to the bidder who scored the highest points;
- (f) Richmond Municipality's requirements for proper record keeping.

Competitive bids

- 19. (1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this Policy.

(2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

Process for competitive bidding

- 20. The procedures for the following stages of a competitive bidding process are as follows:

- (a) Compilation of bidding documentation as detailed in paragraph 21;
- (b) Public invitation of bids as detailed in paragraph 22;
- (c) Site meetings or briefing sessions as detailed in paragraph 22;
- (d) Handling of bids submitted in response to public invitation as detailed in paragraph 23;
- (e) Evaluation of bids as detailed in paragraph 28;
- (f) Award of contracts as detailed in paragraph 29;
- (g) Administration of contracts
 - (i) After approval of a bid, the accounting officer and the bidder must enter into a written agreement.
- (h) Proper record keeping
 - (i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

Bid documentation for competitive bids

21. The criteria to which bid documentation for a competitive bidding process must comply, must –

- (a) take into account –
 - (i) the general conditions of contract and any special conditions of contract, if specified;
 - (ii) any Treasury guidelines on bid documentation; and
 - (iii) the requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
- (b) include the preference points system to be used , goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- (c) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
- (d) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–
 - (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –
 - (aa) for the past three years; or
 - (bb) since their establishment if established during the past three years;
 - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
 - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

- (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and
- (e) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

Public invitation for competitive bids

- 22. (1) The procedure for the invitation of competitive bids, is as follows:
 - (a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and
 - (b) the information contained in a public advertisement, must include –
 - (i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph (2) of this policy;
 - (ii) a statement that bids may only be submitted on the bid documentation provided by the municipality; and
 - (ii) date, time and venue of any proposed site meetings or briefing sessions.;
 - (2) The accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- (3) Bids submitted must be sealed.

- (4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

Procedure for handling, opening and recording of bids

23. The procedures for the handling, opening and recording of bids, are as follows:

- (a) Bids–
 - (i) must be opened only in public;
 - (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and
 - (iii) received after the closing time should not be considered and returned unopened immediately.
- (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
- (c) No information, except the provisions in subparagraph (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
- (d) The accounting officer must –
 - (i) record in a register all bids received in time;
 - (ii) make the register available for public inspection; and
 - (iii) publish the entries in the register and the bid results on the website.

Negotiations with preferred bidders

24. (1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –

- (a) does not allow any preferred bidder a second or unfair opportunity;
- (b) is not to the detriment of any other bidder; and
- (c) does not lead to a higher price than the bid as submitted.

- (2) Minutes of such negotiations must be kept for record purposes.

Two-stage bidding process

- 25. (1) A two-stage bidding process is allowed for –
 - (a) large complex projects;
 - (b) projects where it may be undesirable to prepare complete detailed technical specifications; or
 - (c) long term projects with a duration period exceeding three years.
- (2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage final technical proposals and priced bids should be invited.

Committee system for competitive bids

- 26. (1) A committee system for competitive bids is hereby established, consisting of the following committees for each procurement or cluster of procurements as the accounting officer may determine:
 - (a) a bid specification committee;
 - (b) a bid evaluation committee; and
 - (c) a bid adjudication committee;
- (2) The accounting officer appoints the members of each committee, taking into account section 117 of the Act; and
- (3) A neutral or independent observer, appointed by the accounting officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- (4) The committee system must be consistent with –
 - (a) paragraph 27, 28 and 29 of this Policy; and

(b) any other applicable legislation.

(5) The accounting officer may apply the committee system to formal written price quotations.

Bid specification committees

27. (1) A bid specification committee must compile the specifications for each procurement of goods or services by the municipality.

(2) Specifications –

- (a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;
- (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
- (c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
- (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labeling of conformity certification;
- (e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;
- (f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations 2001; and

- (g) must be approved by the accounting officer prior to publication of the invitation for bids in terms of paragraph 22 of this Policy.

(3) A bid specification committee must be composed of one or more officials of the municipality preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.

(4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

Bid evaluation committees

28. (1) A bid evaluation committee must –

- (a) evaluate bids in accordance with –
 - (i) the specifications for a specific procurement; and
 - (ii) the points system set out in terms of paragraph 27(2)(f).
- (b) evaluate each bidder's ability to execute the contract;
- (c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and;
- (d) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

(2) A bid evaluation committee must as far as possible be composed of-

- (a) officials from departments requiring the goods or services; and
- (b) at least one supply chain management practitioner of the municipality.

Bid adjudication committees

29. (1) A bid adjudication committee must –

- (a) consider the report and recommendations of the bid evaluation committee; and

- (b) either –
 - (i) depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award;
 - or
 - (ii) make another recommendation to the accounting officer how to proceed with the relevant procurement.
- (2) A bid adjudication committee must consist of at least four senior managers of the municipality which must include –
 - (a) the chief financial officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer; and
 - (b) at least one senior supply chain management practitioner who is an official of the municipality; and
 - (c) a technical expert in the relevant field who is an official, if such an expert exists.
- (3) The accounting officer must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- (4) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.
- (5) (a) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –
 - (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;

- (ii) notify the accounting officer.
- (b) The accounting officer may –
 - (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a); and
 - (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- (6) The accounting officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- (7) The accounting officer must comply with section 114 of the Act within 10 working days

Procurement of banking services

30. (1) A contract for banking services –
- (a) must be procured through competitive bids;
 - (b) must be consistent with section 7 or 85 of the Act; and
 - (c) may not be for a period of more than five years at a time.
- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

Procurement of IT related goods or services

31. (1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

(2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

(3) The accounting officer must notify SITA together with a motivation of the IT needs if –

- (a) the transaction value of IT related goods or services required in any financial year will exceed R500 000,00 (VAT included); or
- (b) the transaction value of a contract to be procured whether for one or more years exceeds R500 000,00 (VAT included).

(4) If SITA comments on the submission and the municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the Provincial Treasury and the Auditor General.

Procurement of goods and services under contracts secured by other organs of state

32. (1) The accounting officer may procure goods or services under a contract secured by another organ of state, but only if –

- (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
- (b) there is no reason to believe that such contract was not validly procured;
- (c) there are demonstrable discounts or benefits to do so; and
- (d) that other organ of state and the provider have consented to such procurement in writing.

- (2) Subparagraphs (1)(c) and (d) do not apply if –
- (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
- (b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

Procurement of goods necessitating special safety arrangements

33. (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

(2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

Proudly SA Campaign

34. The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:

- Firstly – suppliers and businesses within the municipality or district;
- Secondly – suppliers and businesses within the relevant province;
- Thirdly – suppliers and businesses within the Republic.

Appointment of consultants

35. (1) The accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

- (2) Consultancy services must be procured through competitive bids if
 - (a) the value of the contract exceeds R200 000 (VAT included); or
 - (b) the duration period of the contract exceeds one year.
- (3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –
 - (a) all consultancy services provided to an organ of state in the last five years; and
 - (b) any similar consultancy services provided to an organ of state in the last five years.
- (4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.

Deviation from, and ratification of minor breaches of, procurement processes

36. (1) The accounting officer may –
- (a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
 - (i) in an emergency;
 - (ii) if such goods or services are produced or available from a single provider only;
 - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
 - (iv) acquisition of animals for zoos and/or nature and game reserves; or
 - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

- (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

- (2) The accounting officer must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.

- (3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

Unsolicited bids

37. (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.

- (2) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

- (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
- (b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
- (c) the person who made the bid is the sole provider of the product or service; and
- (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.

- (3) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph (2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –

- (a) reasons as to why the bid should not be open to other competitors;

- (b) an explanation of the potential benefits if the unsolicited bid were accepted; and
 - (c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- (4) The accounting officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder, to the National Treasury and the Provincial Treasury for comment.
- (5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.
- (6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.
- (7) When considering the matter, the adjudication committee must take into account –
- (a) any comments submitted by the public; and
 - (b) any written comments and recommendations of the National Treasury or the Provincial Treasury.
- (8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- (9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

Combating of abuse of supply chain management system

- 38. (1)** The accounting officer must–
 - (a) take all reasonable steps to prevent abuse of the supply chain management system;
 - (b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –
 - (i) take appropriate steps against such official or other role player; or
 - (ii) report any alleged criminal conduct to the South African Police Service;
 - (c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;
 - (d) reject any bid from a bidder–
 - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or
 - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
 - (e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
 - (f) cancel a contract awarded to a person if –
 - (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
 - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

- (g) reject the bid of any bidder if that bidder or any of its directors –
 - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
 - (ii) has been convicted for fraud or corruption during the past five years;
 - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

(2) The accounting officer must inform the National Treasury and Provincial Treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this policy.

Part 3: Logistics, Disposal, Risk and Performance Management

Logistics management

39. The accounting officer must establish and implement an effective system of logistics management, which must include -
- (a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
 - (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
 - (c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;

- (d) before payment is approved , certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Disposal management

40. Sections 14 and 90 of the MFMA deal with the disposal of capital assets. These prescribe that, prior to transfer or disposal of a capital asset, council in an open meeting must decide that the asset is not needed to provide the minimum level of basic municipal services, and must have considered the fair value for the asset and the economic community value to be received in exchange for the asset.

(i) The accounting Officer must ensure that:

- * Immovable property is sold at market-related prices, except when the public interest or plight of the poor demands otherwise.
- * Movable assets are sold either by price quotations, advertised competitive bidding, auction or at market related prices, whichever is the most advantageous to the municipality. The bid adjudication committee will determine the most advantageous method of disposal. The Accounting officer will approve sale of moveable

assets with a value of less than R 1 000,00 (with delegated authority from Council under Section 14(4) of the MFMA).

* The National Conventional Arms Control Committee approves disposal of firearms.

* Market-related prices may be obtained through competitive bidding process.

(ii) For sale of land and buildings at market value, the market value will be either:

(a) determined by a registered valuer and be approved by the Accounting Officer to the value of R1 000,00 or

(b) submitted to council for approval under Section 14(2) of the MFMA where the value exceeds R 1 000,00. The same procedures for advertisement, evaluation and adjudication will apply as for procurement under Section 12 of this policy including application of the Preferential Procurement Policy Act and regulations.

(iii) Any asset may be transferred to another organ of state either at either or at market value or, when appropriate, free of charge.

(iv) Assets may be destroyed where this is assessed to be in the best interests of the public.

(v) In relation to computer equipment, the provincial department of education must be given first option to acquire equipment.

(vi) Sale of assets through competitive bidding or auction shall follow the same communication process prescribed for bids in Section 12. In addition, advice will be given about where prospective buyers/bidders may view the assets and any notification of auction will advise the date, time and venue of the auction.

(vii) In disposing of movable assets the Bid Adjudication Committee will determine the most advantageous method of sale that provides best value for money to the municipality. The Committee will adhere to the communication requirements prescribed for quotations. If deemed necessary notification may also be by advertisement in a

widely circulated local newspaper. In sales by private treaty the adjudication committee will adjudicate and approve quotations received. The adjudication committee reserves the right not to accept any bids offered.

- (viii) The Bid Adjudication Committee shall adjudicate all bids for sales of immovable assets by private treaty.

Risk management

- 41. (1) Risk management must include –
 - (a) the identification of risks on a case-by-case basis;
 - (b) the allocation of risks to the party best suited to manage such risks;
 - (c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
 - (d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
 - (e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

Performance management

- 42. The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

Part 4: Other matters

Prohibition on awards to persons whose tax matters are not in order

43. (1) No award above R30 000 may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.

(2) Before making an award to a person the accounting officer must first check with SARS whether that person's tax matters are in order.

(3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

Prohibition on awards to persons in the service of the state

44. Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

- (a) who is in the service of the state;
- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) a person who is an advisor or consultant contracted with the municipality.

Awards to close family members of persons in the service of the state

45. The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –

- (a) the name of that person;
- (b) the capacity in which that person is in the service of the state; and
- (c) the amount of the award.

Ethical standards

46. (1) A code of ethical standards as set out in [subparagraph (2) / the ***“National Treasury’s code of conduct for supply chain management practitioners and other role players involved in supply chain management”***] is hereby established for officials and other role players in the supply chain management system of the municipality in order to promote –
- (a) mutual trust and respect; and
 - (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.

(2) An official or other role player involved in the implementation of this Policy –

- (a) must treat all providers and potential providers equitably;
- (b) may not use his or her position for private gain or to improperly benefit another person;
- (c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
- (d) notwithstanding subparagraph (2) (c), must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
- (e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the municipality;
- (f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

- (g) must be scrupulous in his or her use of property belonging to municipality;
- (h) must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system; and
- (i) must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –
 - (i) any alleged fraud, corruption, favouritism or unfair conduct;
 - (ii) any alleged contravention of paragraph 47(1) of this Policy; or
 - (iii) any alleged breach of this code of ethical standards.
- (3) Declarations in terms of subparagraphs (2)(d) and (e) -
 - (a) must be recorded in a register which the accounting officer must keep for this purpose;
 - (b) by the accounting officer must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.

(4) The National Treasury's code of conduct must also be taken into account by supply chain management practitioners and other role players involved in supply chain management.

- (5) A breach of the code of ethics must be dealt with as follows -
 - (a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
 - (b) in the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.
 - (c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

Inducements, rewards, gifts and favours to [municipalities / municipal entities], officials and other role players

47. (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
- (a) any inducement or reward to the municipality for or in connection with the award of a contract; or
 - (b) any reward, gift, favour or hospitality to –
 - (i) any official; or
 - (ii) any other role player involved in the implementation of this Policy.
- (2) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- (3) Subparagraph (1) does not apply to gifts less than R350 in value.

Sponsorships

48. The accounting officer must promptly disclose to the National Treasury and the Provincial Treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –
- (a) a provider or prospective provider of goods or services; or
 - (b) a recipient or prospective recipient of goods disposed or to be disposed.

Objections and complaints

- 49.** (1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.
- (2) The person hearing the objection must within 30 days after receipt of the written representation from the objector determine whether the objection is frivolous, vexatious or without merit.
- (3) If the person hearing the objection finds that the objection is frivolous, vexatious or without merit, he/she
- a. must dismiss the objection and in writing notify the objector and any other interested party of his/her decision together with reasons for the decision; and
 - b. must make an appropriate order as to costs, which may include the costs to the Municipality of having the objection heard.

Resolution of disputes, objections, complaints and queries

- 50.** (1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –
- (a) to assist in the resolution of disputes between the municipality and other persons regarding -
 - (i) any decisions or actions taken in the implementation of the supply chain management system; or
 - (ii) any matter arising from a contract awarded in the course of the supply chain management system; or
 - (b) to deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.
- (2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.

- (3) The person appointed must –
 - (a) strive to resolve promptly all disputes, objections, complaints or queries received; and
 - (b) submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.
- (4) A dispute, objection, complaint or query may be referred to the Provincial Treasury if –
 - (a) the dispute, objection, complaint or query is not resolved within 60 days; or
 - (b) no response is forthcoming within 60 days.
- (5) If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.
- (6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

Contracts providing for compensation based on turnover

- 51.** If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –
- (a) a cap on the compensation payable to the service provider; and
 - (d) that such compensation must be performance based.

52. Management of expansions or variation orders against the original contract

52.1 In exceptional cases the accounting Officer may deem it necessary to expand or vary orders against the original contract. The Accounting Officer may expand or varied contracts by not more than 20 % or R20 million (including applicable taxes) for construction related goods, works and/or services by 15% or R15 million (including all applicable taxes) for all other goods and/or services of the original value of the contract, whichever is the lower amount. The relevant treasuries may, however, decrease these thresholds for institutions reporting to them.

52.2 Any deviations in excess of these thresholds will only be allowed subject to the prior written approval of the relevant treasury.

52.3 The contents of paragraph 52.1 are not applicable to transversal term contracts facilitated by the relevant treasuries and specific term contract as in such contract, orders are placed as and when commodities are required and that at time of awarding the contract, required quantities are not known.

Commencement

53. This Policy takes effect on 01 July 2015.....